

Winnisquam Regional Middle School 2011-2012 Student and Parent Handbook



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MISSION STATEMENT

The mission of Winnisquam Regional Middle School is to engage students, parents, and community in creating a safe environment that meets the unique needs of our 21st century learners by challenging them to take ownership of their learning while excelling beyond their potential.

We at Winnisquam Regional Middle School believe that every student...

- Can accept ownership for learning and develop into a reflective, caring and contributing citizen.
- Must have access to the very best programs and practices a school can offer.
- Must be engaged in 21st century learning that is relevant, challenging, integrative, and exploratory.
- Thrives academically, socially, and emotionally in a safe democratic learning environment where trust and respect are paramount and where family and community are actively involved.
- Faces significant life choices and needs support in making wise and healthy decisions.
- Deserves educators who are passionate about working with them.

Adapted from:

This We Believe: Successful Schools for Young Adolescents, The position paper of National Middle School Association

Table of Contents

<u>Description</u>	<u>Page</u>
Winnisquam Regional School District Administration	4
Winnisquam Regional School District School Board	4
Chain for Communication	5
WRSD 2010-2015 Strategic Plan	6
WRSD School Calendar Important Dates	9
Calling Off School/Delayed Opening	10
School Attendance	11
WRMS Academic Information	16
Parent/Teacher Conferences	17
Permanent Records	17
Library Media Center	18
Home School	18
Learning Lab	18
RRAPS Room	18
Honors Option	19
Honor Roll	19
Cheating/Plagiarism	19
Summer School	19
Extra Help	19
Student Supplies	20
Guidance Services	20
Athletics	20
Assemblies	21
Field Trips	22
Dances	22
Rules, Regulations and Behavior Standards	23
School Lunch Program	26

<u>Description</u>	<u>Page</u>
Fire Drills	27
Cell Phones and Electronic Devices	27
Behavioral Intervention Procedures	28
WRSD Behavior Chart and Behavior Classifications	31
District Policies and Procedures	35
504 Policy	40
Discrimination, Harassment and Bullying	42
WRSD Bus Rules and Regulations	53
Bicycles, Skateboards and Recreational Vehicles	55
Student Activities and Organizations	55
Safe School Zone and Drug-Free Policies	56
Hazing	61
Weapons	61
Pupil Safety and Violence Prevention	62
WRSD Information Network Acceptable Use Policy	69
WRMS Traffic Pattern Map	74

2011-2012 SCHOOL ADMINISTRATIVE Unit #59 DIRECTORY

ADMINISTRATION

Superintendent of Schools.....	Dr. Tammy Davis
Business Administrator	Ms. Cheryl Somma
Director of Curriculum and Instruction	Mrs. Suzan Gannett
Director of Special Education	Ms. Lori Krueger
Director of Technology	Mr. Kevin Sousa
Director of Human Resources/Accounting.....	Mrs. Janice Grenier
Athletic Director	Mr. Rick Hinck
Facilities Manager	Mr. Jeffrey Lamb
Food Service Director	Mr. Jonathan Dupuis

SCHOOL BOARD MEMBERS

Mike Gagne, Chairperson 141 Clark Avenue Tilton, NH 03276	Sean Goodwin 166 Cram Road Sanbornton, NH 03269
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Jasen Stock, Vice Chair 187 Perkins Road Sanbornton, NH 03276	Timothy Lang 140 Upper Smith Road Sanbornton, NH 03269
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Janice Lindbloom 75 Hodgdon Road Northfield, NH 03276	Julie Lonergan 181 Johnson Road Sanbornton, NH 03269
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Kevin Washburn
24 Sherryland Park
Tilton, NH 03276

Wayne Crowley
351 Shaw Road
Northfield, NH 03276

Patricia Sawicki
136 Bean Hill Road
Northfield, NH 03276

CHAIN FOR COMMUNICATION

If you feel there is a conflict or problem with a teacher, counselor, staff member, or administrator, please contact the person directly involved first. If you feel the situation is not resolved, please go to the next step on the chain. For example, if you have a question about a certain grade:

- a. Contact the teacher or staff member
- b. Contact the Assistant Principal
- c. Contact the Principal
- d. Contact the Superintendent
- e. Contact the School Board

WRSD 2010-2015 STRATEGIC PLAN
Approved by School Board on April 19, 2010

STUDENT LEARNING

GOAL 1: *All students will make individual progress and master the curriculum specifically designed to meet their learning needs, graduate and achieve their post-secondary goals.*

Measurable Results

- Increase graduation rate
- Decrease drop-out rate
- Increase % of students proficient in NECAP reading
- Increase % of students proficient in NECAP mathematics
- Increase % of students proficient in NECAP science
- Increase the number of students in the State Scholar's Program

OBJECTIVE 1: *Increase learning opportunities and career choices*

- Develop a middle and high school committee to explore career pathway possibilities and alternative programming to include:
 - Block Scheduling
 - Freshman Academy
 - "Green" Science Program in conjunction with biomass project
 - Community Outreach program
- Implement a full-day kindergarten program
- Explore options for managing and analyzing data at WRSD
- Implementation of NEASC, Restructuring, SINI and Strategic Plan goals with budgetary limitations.

OBJECTIVE 2: *Align advanced course of study from middle to high school.*

- MS/HS content area teachers will continue to align the curricula to include: common assessments, options for middle school students receiving high school credit for advanced math courses
- Complete all high school competencies and performance-based assessments.
- Examine the transition process between all grade levels and schools.

OBJECTIVE 3: *Continue the curriculum cycle to review and analyze student learning gaps*

- Use data to determine student learning gaps, effectiveness of district programs, learning materials and activities.
- Track online academic programs as related to HS credit.
- Use the curriculum review cycle in all core content areas.
- Conduct a district-wide curriculum audit.

OBJECTIVE 4: Sustain a professional development culture for data driven decision making.

- Plan professional development based on interpreting student learning data and teacher surveys.
- Sustain support for district initiatives including: Understanding by Design, Performance Assessments, Co-teaching, Differentiated Instruction, Inclusion, Team Planning Time, Performance Tracker and NWEA, Technology Integration.
- Continue to collect and analyze trend data from Classroom Walk-through.

OBJECTIVE 5: Integrate technology relevant for teacher and student use across the curriculum.

- Explore as Integration Specialist at all levels.
- Conduct an annual teacher technology survey.
- Modify the technology plan as needed.
- Conduct a Technology Audit

OBJECTIVE 6: The school climate is safe and promotes a positive learning environment.

- Continue education and development of the Positive Behavior Intervention Strategies Program
- Review the discipline portion of teacher, student and parent handbooks
- Establish mentoring groups at the middle school.

COMMUNITY AND FAMILY INVOLVEMENT

Goal 2: Community and family support of the school district will improve through increased involvement in school activities and initiatives.

Measurable Results

- Increase the % of parents that feel the school district has a good public image
- Increase the % of parents that feel communication is factual and timely.
- Increase the number of teacher initiated parent contacts
- Increase the % of students that are proud of their school.
- Increase teacher satisfaction in the workplace.
- Increase the number of opportunities for people to access information through media.

OBJECTIVE 1: Increase parent and community participation in our schools through continued development of a welcoming and inviting environment.

- Continue to survey students, parents and staff. The survey to be conducted in the spring.
- Analyze survey results and identify focus areas.

OBJECTIVE 2: Continue to improve personal interactive communications between teachers and parents/guardians.

- Faculty will continue to initiate contacts with parents and guardians specific to students.
- Specialists will develop a plan with building administrators to make contact with parents and guardians.

OBJECTIVE 3: Continue to improve communication between the community and schools.

- Administrators will continue to attend community meetings annually.
- Create an evaluation tool to be used with the plan
- Review the results of follow-up focus groups and develop an action plan

OBJECTIVE 4: Increase student engagement in school activities.

- Continue round table discussions to assess student feelings of belonging, connectedness and engagement based on survey results.
- Implement a plan to review and assess student participation in current activities and extra-curricular/athletic activities.

OBJECTIVE 5: Continue to recognize staff excellence and build a sense of community among district staff

- Continue to host building and district-wide social engagements.
- Identify area(s) of needs from results of Staff Survey.
- Nominate outstanding staff for local, state and national recognition awards.

OBJECTIVE 6: Expand the use of technology and media as communication tools.

- Continue the district newsletter in an electronic version
- Maintain current and accurate information of district/school websites.
- Enhance and expand online grading to elementary levels to allow parent access.
- Utilize and activate the ALERT NOW for emergency closings and other pertinent information with the approval of the superintendent.

OBJECTIVE 7: Actively pursue integration of the school into the community at large.

- Complete inventory of community partnerships with the district/schools.
- Create a list of potential community partners.
- Plan and carry out integrated school/community events.
- Hire a community consultant to complete Objective 7.

FACILITIES

Goal 3: School facilities will be maintained in a cost effective manner to ensure a safe and secure environment.

Measurable Results

- Increase the % of best practices in facilities
- Increase the % of best practices in energy savings

OBJECTIVE 1: Provide a comprehensive facilities' assessment and plan for implementing the most efficient and effective methods for building operations and procedures.

- Implement the Facilities Management Action Plan
- Provide quarterly reports to the Superintendent and School Board on facilities management
- Provide quarterly reports from Honeywell to the Superintendent and School Board on energy usage and savings as related to benchmarked data from the Energy Audit
- Establish benchmark measures for improving best practices with facilities

OBJECTIVE 2: Develop a fiscally responsible five year Capital Improvement Plan and an Operating Cost Plan that includes the estimated operating costs of building maintenance/renovations/additions and equipment purchases/repairs.

- Unicco will audit and update the five year capital improvement plan on a yearly basis
- Set up procedures for completing equipment inventory including age and life expectancy
- Complete replacement cycle for furniture, technology, maintenance, custodial equipment, and athletic facilities (i.e. track, goal posts)

OBJECTIVE 3: Implement and standardize the use of environmentally safe chemicals district-wide.

- Develop a plan for staff training on usage of chemicals that is on-going.
- Continue the transition from existing products to green products.
- Standardize purchasing with volume discount pricing.

OBJECTIVE 4: Conduct a demographic educational space study of facilities' capacities to maximize building usage and plan for future programming space needs

- Revisit the educational space study for future programming needs.
- Hire a consultant to conduct a demographic study for future student enrollment trends.

OBJECTIVE 5: Conduct a safety audit of the physical layout of each school that includes: general safety and security, staff readiness and emergency shelter preparedness

- Capital Improvement Committee will review existing HS safety audit and will continue the process for the other four schools with recommendations

WRSD SCHOOL CALENDAR
IMPORTANT DATES

Sept. 2-5 – Labor Day

January 16 – Martin Luther King Day

October 7 – Teachers
Workshop
October 10 - Columbus Day
November 10 – Teachers
Workshop
November 11 – Veterans Day
November 23-25 Thanksgiving
Dec. 26 – Jan 2 – Holiday
Recess

January 27 – Teacher Workshop
Feb. 27- March 2 – Winter Recess

April 23-27 – Spring Recess
May 28 – Memorial Day
June 13, 2011 Last student day

June 14 – Teachers Workshop (.5)

CALLING OFF SCHOOL/DELAYED OPENING

SCHOOL ALERT NOTIFICATIONS

The Winnisquam Regional School District uses the ALERTNOW Rapid Notification Service to enhance parental communication. This service allows us to send a voice and/or email message to ALL of our student's parents on ALL of their contact numbers within minutes, if an emergency occurs at a school. The ALERTNOW service will also assist us in informing you directly when school cancellations, delays, or early releases occur due to inclement weather. At a later time, it may be used to help schools reduce the resources needed to pass along key information regarding school events or reminders.

It is imperative that each school has and maintains all contact information about every student. Parents and guardians are responsible for submitting this information at the beginning of each school year and whenever there is a change. The district communication system will be tested a couple of times a year with prior notification to parents and guardians. To find out more information about the district alert notifications please see the website: www.wrsdsau59.org.

Calling off school - The decision will be made by 6:15 am. No-school announcements will be made by the area radio and television stations (WFTN, WMUR and WRSD Website). Please does not call the radio stations, but listen to the radio or watch channel 9 for no-school announcements. Should a storm develop during the morning of a school day and conditions indicate weather and road conditions will become worse during the day, students will be sent home earlier than usual. The decision will be made around 11:00 am if schools are to be dismissed early and will be announced by the area radio stations. School lunch will be served prior to dismissal.

Delayed opening - Delayed-opening procedures would be used as an alternative to closing schools for the whole day when there is indication that weather and road conditions may improve. The decision will be announced on the area radio stations listed above around 6:15 am. Bus transportation will start two hours later than usual and students who walk to school should start for school two hours later than usual. Schools will close at the usual time. There will be no further announcements. However, under delayed-opening, if weather and road conditions do not improve as anticipated, by 8:15 am another announcement would be made on the radio stations in the area, canceling school for the day.

The media outlets listed above will be used to notify people about a delayed opening. Students should report to their schools or bus stops two hours later than the regular time. Students should arrive no earlier than 9:20AM.

Delayed Opening – Bell Schedule			
Block 1	Block 2	Block 3	Block 4
9:37 - 10:28	10:32 - 11:28	11:31 - 12:56 Lunch A - 11:31 to 11:57 Lunch B - 12:00 to 12:26 Lunch C - 12:29 to 12:56	1:00 - 2:30

SCHOOL ATTENDANCE

JH - ATTENDANCE, ABSENTEEISM AND TRUANCY

Category: Priority/Required by Law

Absences

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence. In the event of an illness, parents must call the school and inform the District of the student's illness and absence. After five days of illness, the Principal will require parents to provide a doctor's note. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their

written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his/her initial determination. However, at this juncture, the Principal's decision shall be final.

Family Vacations/Educational Opportunities

Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents must write a note to their child's teacher two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion. Please note that vacations exceeding two weeks per year will be denied.

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitute habitual truancy. A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time. Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence. The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

Intervention Process to Address Truancy: The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant, or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involves the parents in the development of a plan designed to reduce truancy.

4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline.

Parental Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Developing and Coordinating Strategies for Truancy Reduction

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along with the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

Parental Notification of Truancy Policy

Prior to adopting this policy, the Board will place the item on the agenda of a public School Board meeting and will allow two weeks for public input as to the policy's provisions. Any public input shall be advisory only and final adoption as to the policy's provisions will remain solely with the Board.

Additionally, the Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is mailed to parents annually at the beginning of each school year.

Legal References:

RSA 189:34, Appointment

RSA 189:35-a, Truancy Defined

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:7 Penalty

RSA 193:8, Notice Requirements

RSA 193:16 Bylaws as to Nonattendance

NH Code of Administrative Rules, Section Ed 306.04 (a)(1), Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism

Revised and Approved by the WRSB: October 18, 2010

Reviewed: September 2010

Revised: July 1998, November 1999, February 2006, May 2008

RSA 193:1 “A parent of any child at least 6 years of age and under 18 years of age shall cause such child to attend the public school to which the child is assigned in the child’s resident district. Such child shall attend full time when such school is in session unless:

- (a) The child is attending a New Hampshire public school outside the district to which the child is assigned or an approved New Hampshire private school for the same time;
- (b) The child is receiving home education pursuant to RSA 193-A;
- (c) The relevant school district superintendent has excused a child from attendance because the child is physically or mentally unable to attend school, or has been temporarily excused upon the request of the parent for purposes agreed upon by the school authorities and the parent. Such excused absences shall not be permitted if they cause a serious adverse effect upon the student’s educational progress. Students excused for such temporary absences may be claimed as full time pupils for purposes of calculating state aid under RSA 186-C:18 and equitable education grants under RSA 198:41; or
- (d) The child is attending a public or private school located in another state which has been approved by the state education agency of the state in which the school is located.

RSA 193:3 “Every person having the custody of a child shall cause the child to attend such a school during all the time the public schools are in session.” Students must attend the school in the district in which their parent(s) or legal guardian(s) reside.

DISMISSALS AND TARDINESS

Students should only leave school for medical appointments, emergencies, or court appearances. Before leaving, students need to sign out or be signed out of school in the Main Office. Students arriving after 7:42 am must sign in the Main Office and are

considered late to school. Every 5th tardy to school or class will result in a Friday Evening Detention. Three tardiest to class will be counted as a class absence.

SCHOOL ATTENDANCE

A student must be in school for a full day in order to attend or participate in any school function that day or evening. This includes weekend activities if the absence occurs on Friday. Please call the school at 286-7143 to report your child absent. If we do not hear from you, we will make every effort to contact you at home or work to verify that your child is

safe. If we are not able to make contact with a parent, we may send the appropriate police department to conduct a well child check.

A. Twenty (20) day class absence limit. The limit for class absence in a full year class is 20 full days.

B. Exception: A school-sponsored activity (field trip, athletic events, academic visit, or other incidences as recommended by the review board) would not count as an absence.

C. Parents will be notified of excessive absences if their child is in danger of not meeting the attendance requirement.

D. A registered letter will be sent to the parents/guardians indicating truancy concerns and outlining procedures, relevant RSAs, and a request for the parent/guardian to contact the school. If attendance issues persist, a meeting with the student, parents/guardian, school official, and the School Resource Officer is required. There may also be a referral to the Division of Children, Youth, and Families (DCYF). If a referral to the Youth Assistance Program is made and the child does not participate and complete the program a referral will be made to the appropriate police department and DCYF. **Students who arrive after 7:45AM will be considered late.**

SCHOOL ARRIVAL:

Students should not arrive at school before 7:20AM. When arriving at school, all students should report to the playground/field. In the event of rain/snow all students should enter through the doors between the Art and Tech Ed rooms and report to the café (gr. 6 and 7) and gr. 8 will go to their hall. Students who are having breakfast will line up outside at the library doors. A staff member will open the doors between 7:25 and 7:30. Only students that are purchasing breakfast are permitted inside. Students should return outside when they are finished eating. Students will not enter the building until the first bell rings. *Parents that drop off their student(s) must do so at the stop sign between the middle school and high school. Please see traffic map on last page.*

LEAVE OF ABSENCE FROM SCHOOL:

The parent or guardian of a student may request, for a specific purpose, a leave of absence during the school year for which work may be made up. These days may be used consecutively, but *advanced parental notice* will be required. Whether or not the parent's or guardian's specific reason is justifiable under this policy will be at the sole discretion of the school administrators. Students who are absent excessively will not be granted use of this privilege.

Advanced notice will consist of personal contact by the parent or guardian no later than five days in advance of the proposed absence. School work missed during the time of the absence will be the student's responsibility. This time is not used to evade attending school or important work such as term papers and ex

WRMS ACADEMIC INFORMATION

NO CHILD LEFT BEHIND ACT of 2001 (NCLB) Parents right to know (section 1111 (h)(6)(A-c)

The Winnisquam Regional School District is a recipient of Title I funds. As such, the district hereby notifies parents that they may request, and that the schools will provide the parents on request (and in a timely manner) information regarding the professional qualifications of the student's classroom teachers. These include at minimum the following: whether the teacher has met State qualifications for the grade levels and subject areas in which the teacher provides instruction; whether the teacher is teaching under emergency or other professional status that the state has waived; the degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and whether the child is provided services by paraprofessionals and if so their qualifications. The school must also provide parents with the following information: information on the level of achievement the child has made on all state assessments; and timely notice if a child has been assigned or taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

The school must also provide parents with the following information: Information on the level of achievement the child has made on all state assessments; and timely notice if a child has been assigned or taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

HOMEWORK

Home study is a necessary part of each student's education program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. It is the student's responsibility to complete and keep track of their assignments in their student planner. In the event of an absence, students will be allowed two days for every day they were absent to complete all missed homework and/or assignments. If a student is in attendance any portion of the school day, he/she is responsible for collecting assignments and submitting all work that is due.

WRMS Note: Please see the web site for specifics regarding grade level homework expectations, grading, and late work policies.

REPORT CARDS

Report cards are issued four times yearly. Progress reports (mid-terms) are sent home at the half-way mark of each quarter. Each of these documents will be accompanied by a sheet for parents to sign indicating they have received the document (middle school only). ***The first semester report card (high school only) and final report card will be mailed home shortly after the close of school.*** Parents are urged to contact their child's teacher(s) to discuss any concerns they have regarding their child's academic performance at any time during the school year, as well as checking MMS on-line grades.

Please see our policy on the effects of failing grades upon student privileges located ahead in this handbook. Without any school cancellations, the following dates are when report cards will be issued:

Quarter 1

Start Date: 08/29/2011 End Date: 11/03/2011
11/15/11 Report Cards issued

Quarter 2

Start Date: 11/04/2011 End Date: 01/23/2012
2/2/12 Report Cards issued

Quarter 3

Start Date: 01/24/2012 End Date: 04/03/2012
4/12/12 Report Cards issued

Quarter 4

Start Date: 04/04/2012 End Date: 06/13/2012
Report Cards sent home

MMS ON-LINE GRADING

Parents are encouraged to check on their child's progress, and may access their child's grades routinely using our MMS program linked to our web page. Teachers will update grades weekly and should be the most current on Tuesday of each week. At times, the on line grade book may reflect a grade over 100%, but report cards will never have a grade over 100%. If you encounter a problem with the program or need instructions on how to access the program, please contact the Mary Doherty for assistance (286-7143, ext.201).

INCOMPLETE GRADES

Incompletes may be issued at the discretion of the teacher **and/or administration**. The student and teacher should complete the "Request for Incomplete" form that must be signed by the teacher, student and parent. This form represents a contract between the student and teacher to complete the necessary work for the course within a reasonable period of time. Copies must be provided to the student, teacher and guidance. Failure to complete the required work **within two weeks without a prior-approved administration extension**, will result in the grade changing as indicated. All incompletes must be resolved prior to the next mid-term period. If a student withdraws from school prior to completing the required work, the grade will be changed as indicated on the form or as indicated by the teacher on a change of grade form. A change of grade form must be completed by the teacher in order for grades to change from an incomplete.

PARENT/TEACHER CONFERENCES

Teachers are available and encourage conferences with parents interested in discussing the progress of their child. These conferences may be arranged by calling Carolyn Aube (286-7143, ext. 200).

RECORDS

Student permanent records are confidential documents. The Guidance Office is required to have a signed release before sending copies of documents to any individual or other institutions. Students and parents may request to review student records by making an appointment with the appropriate counselor.

LIBRARY/MEDIA CENTER

The Middle School Library/Media Center is open every day from 7:42 am to 2:22 pm.

The goals of the Library/Media Center are to provide access to information, to assist students and staff in learning vital information retrieval skills, to help students learn problem solving techniques, to integrate information skills within the curriculum, to develop the love of reading and to develop lifelong learners.

The Library/Media Center is open to all students, faculty and staff for reading, research and the use of audio-visual materials and equipment. Print materials may be checked out at any time the Library/Media Center is open. Books are signed out for two weeks; magazines are signed out for one week. These may be renewed if necessary. Reference books and books placed on **reserve** by teachers may not be taken from the Library/Media Center.

Please return all Library/Media Center materials on time. A replacement cost will be charged for materials that are damaged or lost.

BOOKS, CD's, AND OTHER DISTRIBUTED MATERIALS

Students are responsible for texts, reference books, and other distributed materials which are assigned to them or which they have occasion to use. Books are to be treated properly. Books that are unreasonably damaged will have to be paid for. All books should be covered at all times.

Any lost materials must be paid for prior to the issuance of duplicated materials. Students may use a replacement in class, but will not be allowed to take a replacement from the classroom until reimbursement to the school district is received.

HOMESCHOOL

Parent/Guardians who are interested in information regarding homeschooling, should contact the Curriculum Director at the Superintendent's Office at 286-4116.

LEARNING LAB

The Learning Lab is a place where all students are able to receive academic support, skill building instruction, or it is a place where students can take tests and quizzes. Any teacher can make a referral and work with the Learning Lab teacher to create an individual learning plan. After a specified amount of time the plan is reviewed. The student will return to class after all goals are met. The Learning Lab may also work in conjunction with math teachers to offer Math Lab support and activities for students.

RRAPS ROOM - Responsible.....Respectful.....Attentive.....Prepared.....Safe

RRAPS is a place where students can receive academic, social, and behavioral supports throughout the school day. Other functions of the program may include in-school suspension, check in/out, behavioral intervention, lunch groups, crisis intervention, PBIS programming, data collection, and NPL maintenance.

HONORS OPTION

All students will have the opportunity to sign a contract to complete Honors Option work in Science, Social Studies, and ELA. Students must complete all honors option assignments by the designated due date for the entire quarter to receive “Honors” designation on their report card. Teachers will send home a letter to all students/parents at the beginning of each unit. The letter will outline the honors option requirements. The following advanced level math courses will receive Honors designation; Grade 6 Foundations, Grade 7 Algebra I, and Grade 8 Geometry.

ACADEMIC HONOR ROLL :

- High Academic Honors: Students attaining all A’s in all subjects
- Academic Honors: Students attaining A's and B's in all subjects.

CHEATING/PLAGIARISM

If a student is caught cheating or plagiarizing on any assignment in the Practice/Formative category they will receive zero credit and will need to call their parent. If the student is caught cheating or plagiarizing on an assignment in the Assessment/Summative category, they must call their parent and immediately redo the assignment for demonstration of mastery. They will be docked one full grade.

SUMMER SCHOOL

Students who fail any combination of two or more courses for the year will be required to attend summer school at the end of this academic year. Students who fail one course in Math or English/Language Arts for the year will also be required to attend summer school at their parent’s expense. Students who do not attend summer school, or fail to pass summer school courses may not be promoted to the next grade. The *Light’s Retention Scale* may be used for final determination in some cases. *In addition, students who do not go to summer school, or who attend, but do not pass will not be able to participate in sports or other extracurricular activities until the first quarter midterm grades are issued in October.* Students who are passing all of their courses at that time will be allowed to resume full participation. Please note that students that will be entering WRHS following summer school are subject to WRHS policy.

EXTRA HELP

Teachers and students may coordinate additional academic assistance after school. Teacher, student, and parent must be involved in making the arrangements. In the event of an extended illness, parents should contact the school Guidance Counselor to get current assignments that may be completed at home. Teachers should be given twenty-four (24) hours notice to prepare student work in the event of an extended absence. In addition, there is homework club Monday through Thursday from 2:30 pm until 3:15 pm. Students are welcome to attend and receive help or a quiet place to do work. We also run a Friday afternoon homework club from 2:30-5:30. It should be noted that homework club is not a consequence, but is designed to provide a comfortable setting for students to do homework. There are a limited number of spots and students must sign-up in advance.

STUDENT SUPPLIES

It is wise to consult with the classroom teachers before purchasing back to school supplies as teachers might have particular requirements. Students should always be prepared with writing utensils and all required materials. Updated supply lists for each grade level will be posted on the web site after 8/19/11.

GUIDANCE SERVICES

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information/counseling, career information/counseling, individual and/or group counseling and help with home, school and/or social concerns. Short term crisis counseling is available from the school psychologist.

Peer mediation training and conflict resolution strategies are part of the Guidance program. Students and parents should feel free to discuss academic or personal problems, special interests, or future plans with the school counselor. Students should request a pass from guidance for a scheduled appointment.

Students in grades 6 and 8 will have an additional Transition Class as part of their Music rotation in the unified arts program. This is about five, 45 minute classes. Sixth grade students will be taught by WRMS guidance counselors and the eighth grade students will be taught by WRHS guidance counselors.

All students receive classroom guidance as part of the Unified Art's class rotation.

WRMS ATHLETICS

GOOD SPORTSMANSHIP CODE:

Athletics are designed to foster leadership and a spirit of competition among the athletes participating in these games. Their efforts will be lessened if the audience shows poor sportsmanship before, during, or after the game. Please respect the time teachers and staff volunteer to support these events.

Spectators are encouraged to adhere to the following rules of good sportsmanship:

- Members of the opposing team and their student body are our guests. Please accord them every gesture of hospitality you would a visitor in your home.

-19-

Because of the number of different sports/activities taking place after school, it is sometimes necessary for practices to be scheduled to begin later than the end of the school day. Athletes should be aware of the following:

1. Students may not be on school grounds unsupervised. The coach/activity director may make arrangements for providing a supervised location where students can wait. Students may not leave school grounds without permission during these times. Students who have made arrangements to meet with a teacher prior to a practice or a game must inform the coach/activity director of where they will be staying. Students may not walk around the

school looking for a place to wait. All arrangements must be made in advance. Parents that are approved volunteers are welcome to work with coaches to assist in the supervision of athletes after school.

2. Students may not report to the practice location until the coach/activity director arrives at the location.
3. If students are found to be unsupervised prior to a game or a practice, the Athletic Director and/or coach, and the parent will be notified. A second offense will result in game and/or practice suspension(s).
4. Students are reminded that they serve as representatives of our school. Exemplary conduct and sportsmanship are expected at all practices, games, presentations, and while being transported to and from off campus locations.
5. See Student Participation Eligibility section for specifics on NPL (Non-Participation List)
6. See Attendance section for attendance requirements for participation in athletic events.

The Middle School will provide intramural and interscholastic sports during the school year. Interscholastic games are scheduled with surrounding schools and are played on a home and away basis. Dates for try-outs for each sport are announced by the respective coaches.

Permission slips signed by a parent or guardian indicating that the student has had a physical examination and is allowed to participate will be *required* of all participants in interscholastic sports. *Proof of insurance is required.* School insurance forms are available at the office.

EXTRA/CO-CURRICULAR ACTIVITIES

Students are encouraged to participate in after-school activities. Parents are responsible for providing transportation *immediately* upon conclusion of the after-school activity. Please remember that all school rules apply during after-school activities. Parents will be notified if their child is unable to attend a school-sponsored event due to discipline. When after school activities do not begin immediately after the end of the school day, students must be under adult supervision until the activity begins. The school does not provide supervision; however, some coaches make arrangements for their students.

ASSEMBLIES

Assemblies may be held in recognition of national holidays or to compliment our curriculum.

Students are expected to be courteous and respectful to the performers or persons involved in the program and to be helpful to any guests who may be attending. Inattentive behavior is considered extremely rude. Booing is never appropriate. Students who cannot behave during the program may not be permitted to attend future assembly programs and may face other disciplinary action.

Evening assemblies may be held at the middle or high school to include members of the community. All attendees, including adults, are expected to follow social etiquette and are subject to the same expectations as students. We ask that cell phones are silenced, and that

conversations are held outside of the assembly walls. Students and young children who are part of the audience are to be accompanied by an adult at all times. If young children become disruptive, please remove them promptly so that performers or persons involved in the program are given respect and may be enjoyed.

FIELD TRIPS

The school recognizes the importance of field trips as a means of helping students learn as much as possible about the world in which they live. Students on field trips are representatives of Winnisquam Regional Middle School. Students who misbehave may be denied participation on future trips or be required to have direct parental supervision.

Before each trip, permission slips will be sent home to parents. These are to be filled in, signed, and returned to the school before a student will be allowed to go on a trip. If the child has any medical problems, it should be noted on this permission slip.

Teachers and parent chaperones will be assigned to each trip to provide adequate supervision. School rules apply during field trips.

STUDENT PARTICIPATION ELIGIBILITY – [Non-Participation List \(NPL\)](#)

Students participating in athletics or any after school clubs/activities may be affected by the following policy: Non-Participation List

The privilege of participating in extracurricular activities, including, but not limited to dances, athletics, intramurals, non-instructional field trips and assemblies, and is earned by maintaining passing grades in all of his/her classes. The Non-participation List, (NPL) will be run at regular intervals (see the web site for specifics) and students will be notified with a written letter. Parents and students are encouraged to check grades on-line so that NPL can be avoided. Students on the list are encouraged to meet with their teachers and to take advantage of the extra help, as well as support in Homework Club. Students are removed from the academic NPL once they are passing on a date that NPL is run. Students may also be placed on the list for behavior infractions (3 or more behavior reports in each quarter). Students must go ten school days without a behavior report to be removed from the Behavior NPL.

–UPDATE

Coaches/activity directors will be responsible for keeping up with students' progress. Coaches may elect to have students do homework or be tutored, but they may not practice with other team members during the weeks of non-participation. NPL students are not eligible to participate in practice or events until they are off NPL. The Academic and Behavior NPL are sent to the Athletic Director who notifies all extra-curricular staff.

MIDDLE SCHOOL DANCES

Dances and/or socials will be scheduled occasionally throughout the year. The dates and times will be announced in advance. The event must be cancelled if there are not enough chaperones. Dances and Socials are for Winnisquam Regional Middle School students only. All students are responsible for arranging their own transportation to and from the event. Students need to be dropped off and picked up at the front door. Doors to the dance open at

7:00PM. Students that arrives before this time shall form an orderly line outside the doors. Students are expected to be at the dance the entire time. Students who wish to leave the dance will call their parent so that they can arrange to be picked up immediately. Our dances run from 7:00PM until 9:00PM and socials are held right after school. Your cooperation in seeing that your child is picked up promptly is appreciated. Advance purchase of tickets for Dances and Socials is required.

RULES/REGULATIONS AND BEHAVIOR STANDARDS

The faculty and staff are committed to protecting every student's right to an education and keeping distractions to a minimum. As a result there are rules and regulations that are designed to protect student rights and provide a safe and effective learning environment for all. Students are expected to comply with rules set forth by teachers and staff and failure to do so may result in a variety of consequences.

In cases of serious or persistent misbehavior, teachers will contact parents and, if needed, schedule a parent conference. Students may be referred to the Principal or Assistant Principal's office for further action.

***A POSITIVE SCHOOL CLIMATE**

Is a process through which individuals learn and demonstrate expected, appropriate behaviors.

Is an orderly and structured environment.

Is achieved when students, parents/guardians, teachers, principals, administrative and support personnel, superintendents, and the community, as represented by the Board of Education, accept responsibility for their own behaviors and respect the rights of others.

We believe that:

IT IS EVERYONE'S RESPONSIBILITY TO:

- Teach and model self-discipline
- Respect the rights of others
- Cooperate with one another
- Learn the Winnisquam Regional School District's Student Behavior Standards
- ***Recognize that absenteeism is a classroom disruption***

- Provide a safe and positive educational environment at school and home
- Understand that the rules and regulations governing students identified with special educational needs may result in different consequences being applied than those applied to students who are not educationally handicapped

IT IS A STUDENT'S RESPONSIBILITY TO:

- Be in charge of his/her own behavior
- Comply with school rules at all times
- Arrive to school and class on time

- Be prepared to learn
- Honor the teacher's duty to teach and other students' right to learn
- Attend school daily
- Tell school staff about any discipline concerns they may have

IT IS A PARENT'S/GUARDIAN'S RESPONSIBILITY TO:

- Assure that the child attends school daily
- Assure that the child arrives at on time and are in attendance for the full day
- Communicate to the school the child's concerns or needs
- Encourage the child to do their best
- Contact the school if the child will be absent
- Be available for conferences
- Help the child learn about the Winnisquam Regional School District's behavioral expectations and the consequences of breaking rules
- Contact the school if the child is suffering from problems outside of school which may impact their ability to concentrate and learn

IT IS A TEACHER'S RESPONSIBILITY TO:

- Manage classroom behaviors
- Inform and post classroom rules and behavioral expectations
- Report to parents regularly about behavioral concerns
- Enforce the Winnisquam Regional School District's Student Behavior Standards
- Provide students with a safe school environment
- Report any suspected illegal activities to the principal

IT IS A PRINCIPAL'S RESPONSIBILITY TO:

- Enforce the Winnisquam Regional School District's Student Behavior Standards
- Maintain high visibility in and around the school
- Communicate school rules to students, staff, and parents
- Communicate to parents and involved staff the discipline action taken
- Maintain discipline and attendance files
- Report any illegal activities to police and Superintendent's office
- Assume over-all responsibilities for school rules being followed

IT IS THE SUPERINTENDENT'S RESPONSIBILITY TO:

- Ensure that all school principals consistently enforce the Winnisquam Regional School District's **Student Behavior Standards**
- Give support and advice to school staff
- Maintain quarterly discipline reports (excluding student's names) of incidents requiring principal's involvement
- Maintain high visibility in and around the school community

IT IS THE BOARD OF EDUCATION'S RESPONSIBILITY TO:

- Adopt a fair and consistent discipline policy

- Ensure, through the Superintendent of Schools that Student Behavior Standards are consistently implemented by all school employees
- Give directions and appropriate referrals to their constituents

BACKPACKS

The use of backpacks in school is considered a privilege. Any abuse in the use of backpacks, such as, concealing contraband, can result in the revocation of this privilege.

FRAGRANCES

Students are not to apply make-up, perfume, cologne, hand lotion, or sprays of any kind while in class. They should be applied in the bathroom or prior to coming to school.

VALUABLES

Students are cautioned to keep all valuables, including money and jewelry, on their person or locked in their locker. It is suggested that students refrain from bringing valuables or large amounts of money to school. The school cannot be responsible for lost or stolen items.

USE OF TELEPHONES

Students who need to use the telephone may ask permission from the teacher or other adult to use the classroom phone. These requests should be based on an urgent need and whenever possible be delayed until class is not in session. (Before and after school, lunch period, and passing time)

HALL AND BATHROOM PASSES

All students who have a reason to leave the classroom, other than changing classes or going to lunch, must have a pass from their teacher indicating destination and time student left the classroom. Students must sign out in the book located in each classroom with the time out and in, date, and destination. Someone must know where you are. Students in the hall or bathrooms without a pass will be issued a consequence.

BEVERAGES and FOOD

Students may not have or drink energy drinks in school. Students are only permitted to drink beverages from clear containers with screw tops during the school day. Parents are encouraged NOT to send sodas to school for snack or lunch. Food/snacks may be allowed in the classroom at the teacher's discretion. Food is to leave the cafeteria covered. Food and beverages are never allowed in science classes or around computers.

STUDENT DRESS

The student dress code is based on the philosophy that students and parents will exercise reasonable judgment regarding appropriate school dress. In the event a particular dress style detracts from the educational process/atmosphere, constitutes a threat to the safety and health of self or others or is in violation of lawful statutes, the school will take corrective action using the WRSD Discipline Policy. It is the responsibility of the staff, administration, parents, and student body to make this dress code a workable policy. The following list provides a general guideline for items considered inappropriate.

- Hats or visors (WRHS halls and cafeteria only)
- Sunglasses
- Bare feet
- Clothing with inappropriate or suggestive language or graphics. Clothing and other items worn by student promoting the use of alcohol and other drugs, violence and sexually explicit pictures, words, or innuendos will not be allowed in school.
- Clothing that may cause health and/or safety problems (spiked jewelry, chains, etc.)
- Clothing that disrupts the learning environment and distracts from learning, such as short skirts and shorts, low cut shirts, strapless clothing or clothing that reveals undergarments, clothing that reveal the midriff area, low riding jeans or skirts. All shorts and skirts must be longer than the student's middle fingertip with their arms held straight at their sides.
- Students will refrain from wearing clothing containing words, symbols, or pictures that are inherently offensive (such as a swastika) or violate the school's anti-discrimination or harassment policies. Clothing containing any material that has the effect of substantially disrupting order in the school will also not be allowed. Additionally, any type of speech or symbol that is designed used, or has the effect of provoking violence will be considered disruptive and will not be tolerated.
- Dress code expectations apply to clothing used for physical education classes.

Students may be asked to change clothing, or parents may be called for arrangements for appropriate clothing.

SCHOOL LUNCH PROGRAM

The Food Service Program provides breakfast, lunch, and a variety of snacks to students and staff. The program strives to provide the most nutritious meals and outstanding service for the education and well being of all members of our school community. All students will be issued a pin number. Students will use this pin number to access their lunch accounts. Money for the account can be deposited with cafeteria personnel each day or on-line at www.wrsdsau59.org. Deposits received after 9:30AM. Will not be credited until the following day and on-line deposits can take up to 3 days to hit the account. Students may bring cash or checks made payable to: WRMS or WRHS. The program provides free and reduced price meals if your family qualifies. Applications are available in the office throughout the school year. If your child qualified for free or reduced price meals at the end of the last school year, he or she will continue to receive those rates for the first thirty (30) school days or until a new application is filed. If employment changes at any time during the school year, a new application should be filed. If you have any questions, please contact the food service director at 286-4116.

Students who owe money will be notified at the register and weekly notices will be given to students to take home. Once a student has a negative balance of \$20.00, direct written and/or verbal attempts will be made to collect money from the parent/guardian. The school will make every effort to work with families who experience financial hardship. Meal prices are as follows: Elementary \$2.00, High/Middle \$2.30 and all Adult \$3.25 **Note:** At the time this document went to print, other collection procedures of outstanding lunch account balances were being reviewed. Please see website for current procedures.

CAFETERIA RULES

1. Students may talk quietly during lunch.
2. Students will remain in their seats during the lunch period. This helps maintain a pleasant and orderly atmosphere in the cafeteria. Students may raise their hand they need to get up to empty trash, go to the lavatory, use the phone, or return to the serving area. Students may need a pass if they are leaving the café.
3. Students will be dismissed from their tables only after the table and surrounding area have been checked for cleanliness. Students are expected to help keep the cafeteria clean.
4. Snacks will be offered only if time permits and student behavior has been appropriate.
5. Students are expected to use reasonable table manners.
6. Throwing food or other items is never permissible.
7. Students cannot leave the cafeteria with open containers of food or drinks, except clear liquids.
8. Breakfast – Only students purchasing breakfast at school are permitted in the café.

Students who choose not to comply with these rules may be assigned to the silent lunch room for one or more days. Repeated incidents of non-compliance may result in further consequences. If a large number of students are making it difficult to get through lunch in a timely manner, assigned seating may be used.

FIRE DRILLS

A fire evacuation plan is posted in each room. Teachers will review the fire drill plan for students. Students should study the plan and become familiar with it.

When the fire alarm sounds, students will immediately leave the room. Running is not permitted. The first students to reach an outside door are to hold it open until all have left the building.

Students are not to remain in the building under any circumstances. Students finding themselves between classes (corridor, lavatory, etc.) should leave the building by the nearest possible exit and then report to their homeroom teacher.

Students are not permitted to talk during a fire drill and are to remain at least 50 feet away from the building until the signal is given to re-enter. No one is to return to the building until the signal is given by the Principal or the Assistant Principal. In addition to fire drills the school also holds drills to prepare students for bus evacuations, lock down, and shelter in place as well as other drills intended to maintain the highest state of readiness to deal with unforeseen situation.

CELL PHONES and other ELECTRONICS

Cell Phones must be off from Bell-to-Bell. If a student's phone or electronic device is on or in use during the day, it will be taken. The student will be given the item back at the end of the day on the first offense. If the student receives a second infraction, the parent must come to the school and pick-up the item and a discipline report will be written. If offenses continue, there will be a meeting held with the parent and student and further consequences or restrictions could apply. The following must also be turned off from bell-to-bell: MP3

player, IPOD, DS, any other music, communication, or gaming device. Please note that the school is not responsible for stolen or lost electronics.

READING TECHNOLOGY:

Students may use Kindles or reading apps with the permission of their teacher.

INTENTIONAL FIGHTING, PUSHING, SHOIVING or HANDS ON

Intentional aggressive behavior such as fighting, pushing, shoving is not **acceptable** on school property. Violators will be placed on suspension from school or if the situation warrants assigned to a Friday Evening Detention or In-School Suspension. *Repeat offenders may be referred to the superintendent or the school board for further action, which may include expulsion.* Serious fights will be reported to the police. Students can expect a suspension of at least three days for a first offense and at least five days for a second offense.

BEHAVIORAL INTERVENTION PROCEDURES

TEACHER OPERATING PROCEDURES

Teachers are asked to follow the guidelines listed below when addressing student behavior:

1. Confer with the student regarding the incident
2. If necessary, give a consequence
3. Contact parents, guidance or administration
4. If behavior is severe or chronic, file a behavior report to the assistant principal

ADMINISTRATIVE OPERATING PROCEDURES:

Behavior reports will be handled as soon as possible, depending on the severity of behavior. When a report is made, the Principal, Assistant Principal or designee will meet with the student, discuss the concern and make a decision. The school administrator will determine the most appropriate choice according to the severity of the offense(s) and may increase the level of consequence when factors involved in the incident are evaluated. The action taken will be written on the report.

PROCEDURAL DUE PROCESS:

The following procedures will be used when processing behaviors to ensure one's basic constitutional rights:

1. The Superintendent of schools or his/her representative is authorized to suspend pupils from school for misconduct, provided:
 - a. Prior to any suspension of ten school days or less, the student shall be given oral or written notice of the charges against him/her. If the student denies the charges, the student will be given an explanation of the evidence and an opportunity to justify his/her actions.
 - b. Notification will be made by phone that day. Written notice will be mailed home whenever a student is suspended.

2. In all suspensions beyond ten days and in all expulsions, “procedural due process” shall be conducted. “Procedural due process” shall include a meeting and shall include a written notice of the charge and, if desired, the opportunity to secure counsel, the opportunity to confront and cross examine witnesses to verify the student’s version of the incident or clarify circumstances which cause the suspension or expulsion.
3. All notice of suspension or expulsion to parents or guardians should note the specific offenses and/or violations pertinent to the cause for suspension or expulsion.
4. A student may be expelled from school by the WRSB for misconduct or for refusal to conform to reasonable rules and regulations of the school and said student shall not attend school until restored by the school board. All expulsions will be subject to review if requested by a student eighteen years of age or older and parents or guardians prior to the start of each school year.
5. All students eighteen years of age or older and parents or guardians have the right to appeal any suspension lasting beyond ten school days to the school board. Any request for an appeal must be made in writing within five school days of the effective date of suspension.
6. All students eighteen years of age or older and parents or guardians have the right to appeal any expulsion to the State Board of Education.
7. Students must understand although they have a right to a public education, they do not have the right to disrupt or interfere with the education of other students. Students who continually violate school rules and disrupt the education of others will be held accountable for their actions.

The principal and assistant principal will be responsible for determining when cases are referred to the Superintendent’s office. As a guideline, the third suspendable offense may be referred to the principal’s office for further action. That action can range from additional days of suspension to referral to the Superintendent for further action.

SCHOOL RESOURCE OFFICER:

WRMS and WRHS share a School Resource Officer who is a full-time member of the Tilton Police Department. The officer works to promote a positive and safe learning environment for students, staff, parents, and community members.

MIDDLE SCHOOL CONSEQUENCES

7 Step Continuum:

1-Lunch Detention, 2-Detention, 3- Detention and parent meeting

4-FED, 5-FED and parent meeting

6-ISS,7- ISS and parent meeting

Students that have consequences for more serious infractions will advance one step on the continuum.

Continuum resets after each quarter.

CLASSROOM DETENTION:

If a student is to be kept after school for disciplinary reasons, he/she will be expected to serve the detention on the day arranged by the teacher and the parent. No student is permitted to stay after school unless a teacher has spoken to the parent/guardian.

Students who are absent on the day they are scheduled for detention will be expected to serve that detention the next day they attend school unless other arrangements have been made by the parent and the teacher. A detention may only be rescheduled once. A second failure to attend could result in a Friday Night Detention. It is the responsibility of the parents to provide transportation home.

MIDDLE SCHOOL FRIDAY EVENING DETENTION:

Students who violate school rules may be assigned a Friday Evening Detention (FED) from 2:30PM to 5:30. It is the responsibility of the parents to provide transportation at 5:30.

MIDDLE SCHOOL IN-SCHOOL SUSPENSION:

A student in In-School Suspension will remain in a designated area under adult supervision. The student may complete school assignments (homework, quizzes, and tests) and receive credit for the work completed while being apart from the student body. Under no circumstances will negative behavior be allowed during the In-School Suspension. Students are not allowed to attend any activities after school on the day of an In-School Suspension. Parents will be informed of In-School Suspensions by telephone. Two removals from class in a day will send the student to ISS. This will equal two steps on the continuum.

MIDDLE SCHOOL OUT-OF-SCHOOL SUSPENSION :

Out-of-School Suspensions will be given for serious violations of school rules and/or continuous disregard for the reasonable rules and regulations of the school, or the district's Student Behavior Standards.

Students suspended from school will not be allowed on school district grounds during the school day or after school while any school district sponsored activity is taking place.

Parents will be notified regarding the reason(s) for the Out-of-School Suspension before the student is released from school.

Middle School students are able to receive all missed work for the days suspended. Parents or administration may submit a work request and teachers will make every effort to provide as much work as possible with-in 24 hours. All work will be accepted for full credit. Students that do not receive work while they are out will have two days for every day they are out to complete the work.

MIDDLE SCHOOL ACTIVITIES DURING SUSPENSION:

During the time that a student is suspended from school, (in-school or out-of-school), s/he may not be in the building or on school district grounds and/or loses the privilege of

participation in all school district sponsored athletic, extra-curricular, and co-curricular activities for that period.

WRSD BEHAVIOR CHART AND BEHAVIOR CLASSIFICATIONS

The behavior chart outlines student violations and the proper response to those violations. The chart is made up of four (4) major columns. The first major column is the student violation. The second, third, and fourth major columns are the responses for those violations by grade level: Elementary, Middle School, and High School. At times the response will be the same for more than one grade level and more than one violation; in this case the grade level column may appear as one. In other cases the response will refer you to a higher offense class such as Class II or Class I, at which time you need to refer to the appropriate chart. When more than one response is available, the school administrator will use the most appropriate choice according the severity of the offense(s) and all other factors involved in the incident.

<u>Student Offense</u>	<u>EI</u>	<u>MS</u>	<u>HS</u>
1 An inappropriate behavior or improper act	3	3	3
2 Class Cut	3	2	2
3 Knowingly disrupting or distracting others	3	3	3
4 Refusal to bring materials to class	3	3	3
5 Possession of over the counter drugs	3	3	2
6 Deceiving or lying to a staff member	3	3	3
7 Leaving class without teacher's permission	3	2	2
8 Failure to follow any staff member's reasonable request to carry out school rules	3	3	3
9 Any inappropriate display of affection	3	3	3
10 Pushing/shoving or running in hallways	3	3	3
11 Littering	3	3	3
12 Disrespectful behavior toward others	3	3	2
13 Tardy to class	3	3	3
14 Any other violations which the administrator considers reasonable to fall into this category	3	3	3
15 Forgery	2	2	2
16 Reckless behavior/endangering others	2	2	2
17 Bullying	2	2	1
18 Stealing	2	1	1
19 Repeated Class 3 offenses	2	2	2
20 Use of profanity and/or obscene language or gestures	2	2	2
21 Repeated tardiness to school	NA	2	2
22 Truancy/skipping school	2	2	2

	Possession of any demeaning publications or materials including, but not limited to the following areas: race, color, ethnic origin, religion,			
23	sex, sexual orientation, and/or disability	2	2	2
24	Belligerence toward staff	2	2	2
	Destroying, pirating (copyright infringement), altering or any other misuse of computer software or hardware belonging to students, the			
25	school system or school employee, or volunteer	2	2	2
	Harassment directed to any faculty, staff, and/or student(See			
26	handbook for policy)	2	2	1
	Permanent defacing, vandalizing, or destroying school property or			
27	the property of others	2	2	1
28	Leaving the school building and/or grounds without permission	2	2	2
	Persistent disruptive behavior which repeatedly interrupts the			
29	educational environment	2	2	2
30	Cheating and/or Plagiarism	2	2	2
31	Gambling	2	2	2
32	The threat by word or action to do violence to another	2	2	1
	Intentional aggressive behavior such as fighting, pushing, or shoving			
33	on school property	2	2	1
	Any other violation which the administrator considers reasonable to			
	fall into this category			
34	due to its severity	2	2	2
35	Extortion	2	2	1
36	Possession of own prescription drugs	2	2	2
	Possession of a toy weapon (guns, swords, knives, etc) which is not			
37	designed to inflict injury	2	1	1
	Distribution, exchange, or sale of over the counter or prescription			
38	drugs	1	1	1
	Bringing or possessing a firearm, as defined in Sect 921 or Title			
	XVIII of the US Code on			
39	school grounds or within the "Safe School Zone"	1	1	1
	Possession of a pellet, BB gun, or paintball gun on school grounds or			
40	within the Safe School Zone	1	1	1
41	Starting or attempting to start a fire on school property	1	1	1
	Possession of any dangerous object, weapon, fireworks, destructive			
	device or any other instrument which might be capable of inflicting			
42	bodily harm	1	1	1
	Using or threatening to use any dangerous object, weapon,			
	destructive device, or any			
	instrument which might be capable of inflicting bodily injury: and/or			
	assaulting or threatening			
	to cause physical injury with or without any dangerous object to any			
43	staff or student	1	1	1

	Possession of alcohol, illegal drugs, or any substance purported to be an illegal drug, or drug paraphernalia or being under the influence of			
44	alcohol or illegal drugs	1	1	1
45	Possession or the use of tobacco products	1	1	1
46	Possession of Lighter	2	2	2
	Any other violations which the administrator considers reasonable to			
47	fall into this category due to its severity	1	1	1
48	Causing a false fire alarm or bomb scare	1	1	1
49	Any act of sexual violence	1	1	1

CLASS III OFFENSES:

Class III Offenses usually occur in the classroom or other setting under the teacher's supervision. Occasionally, the teacher will have to call on other people for assistance; the responses at this level usually do not require the intervention of a building administrator.

Procedural responses to class III offenses

A. *Discuss the matter with the student, and inform the student that the continued misbehavior will result in the loss of certain privileges.*

B. The teacher may then proceed as appropriate, with any of the following corrective actions:

- Isolate the student within the classroom when practical. Contact parent/guardian by telephone/note
- Have the student present when calling a parent/guardian at home/work to explain the misbehavior.
- Have student write a letter to parent/guardian explaining his/her misbehavior: require parent guardian to sign the letter
- Develop a student behavior contract. Assign an after-school detention
- Withhold privileges (no student may be denied the right to eat lunch or snack). Initiate a pre-arranged alternative classroom setting
- Consult with principal, guidance counselor, case managers, or other appropriate staff concerning future strategies
- Any other acceptable action as adopted by the school staff

C. If the student does not respond to the above attempts, the student shall be removed from the classroom for at least the remainder of the class period and/or up to the remainder of the school day, and the parent/guardian will be notified.

D. When a student is sent to the office, a discipline referral form will be submitted by the teacher as soon as practical. The office will maintain these forms as part of the student's disciplinary files. When necessary teachers will be responsible for providing summary information of corrective actions attempted prior to referring the student to the office.

E. Repeated Class III Offenses as reviewed by appropriate staff may be treated as Class II Offenses.

F. A singularly severe incident may be treated as a Class II Offense by the principal.

CLASS II OFFENSES

By their nature, these acts are considered as significant violations of the student behavior standards. Class II Offenses that have not been corrected by demonstrated teacher action on the behavior report will require that a building administrator be involved in the disciplinary action.

Possible Procedural responses to class II offenses:

A. Immediate removal of the student for the rest of the class period or for the school day if the student's presence poses any danger to others or prevents other students from learning.

B. The school administrator shall make every reasonable effort contact the parent as soon as possible. A conference shall be scheduled as needed.

C. According to the severity of the offense(s):

Middle and High Schools: Possible corrective actions:

- Notices, and/or detention(s)
- Friday Evening Detention(s)
- Parent notification will take place (mail, email or phone).
- Parent conferences may be held
- In-School or Out-of-School Suspensions may be assigned (administration only)

D. Depending on the severity and the nature of the offense, law enforcement officials may be contacted and the student may be subject to prosecution.

E. Restitution for damages to school or private property may be required.

*Singular severe incidents and/or repeated Class II Offenses may be treated at Class I Offenses.

CLASS I OFFENSES:

In accordance with RSA 192-D:2, the Safe School Zone Act, violence, weapons, and crime will not be tolerated on Winnisquam Regional School District property or at any Winnisquam Regional School District sponsored event. These acts are the most severe violations of the behavior code. Offenses at this level usually go beyond the school discipline system almost always draw upon law enforcement authorities. Most students involved in Class I Offenses will be removed from school immediately.

Procedural responses to class I offenses

The administrator will contact the parents and the police department. In addition, some of the following are possible additional consequences:

- Up to a Ten (10) day out-of-school suspension from the Principal or Assistant Principal. Alternative program offered (i.e. Youth Assistance Program)

- Additional out-of-school suspension from the Superintendent, and a possible recommendation for an extended suspension by the School Board
- Expulsion from school by the Board of Education. When applicable, restitution for damages

If a student is recommended for an extended suspension or expulsion, then a building team shall meet to determine if there is an educational disability of a regular student undiagnosed or to determine whether the event causing disciplinary action was a manifestation of a special education student's educational handicap.

DISTRICT POLICIES AND PROCEDURES

CHILD FIND:

As mandated by Public Law 94-142, Education for All Children Act, and the NH Standards for the Education of Children with Disabilities, public school must provide special education for all children determined to be educationally handicapped. The law also requires a school district to identify such children from birth through 21 years of age. This law applies to all children including those in non-public schools, pre-schools and hospital settings. Parents or service providers who suspect a child might have an educationally handicapping condition are encouraged to contact that child's school. The principal will provide information on the procedures for determining if a child is educationally handicapped and in need of special education services. For more detailed information about policies, procedures, services, and building contact persons established in SAU #59 for special education, you may also contact the Director of Pupil Personnel Services at (603) 286-4116.

CUSTODY/GUARDIANSHIP:

When questions arise on routine matters, the school district will look to the parent having primary physical custody of the child. When there are court orders pertaining to a child's guardianship, parents should provide the school with a copy of said orders. The participation of both parents having joint custody is encouraged; however, the parties themselves must coordinate the handling of routine communications sent home.

VISITORS:

Visitors are welcome at our school. All visitors must be buzzed in through the front doors report directly to the office so that we can issue a visitor's pass. To prevent disruption to the instructional process visitors are asked to call ahead to arrange a visit through the school administration. Visitors will be given a pass to wear, this lets the staff know that you have been cleared to be in the building.

CIVILITY POLICY:

Members of the Winnisquam Regional School District staff will treat parents and other members of the public with respect and expect the same in return. The district must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds.

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among district employees, parents, and the public. We do not intend this policy to deprive any person of his or her right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile, or aggressive actions. This district seeks public cooperation with this endeavor.

1. **Disruptive Individual Must Leave School Grounds.** Any individual who disrupts or threatens to disrupt school/office operations, threatened the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction or who has otherwise established a continued pattern of unauthorized entry on school district property will be directed to leave school or school district property promptly by the school's principal or other chief administrative officer.
2. **Directions to Staff in Dealing with Abusive Individuals.** If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual does not stop the behavior, the district employee will verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; and, if the meeting or conference is on district premises, the employee shall direct the abusive individual to leave promptly. If
3. the individual continues to be abusive, the employee has the right to inform the individual that the police will be notified to deal with the problem immediately.
4. **Provide Policy and Report Incident.** When a staff member determines that a member of the public is in the process of violating the provisions of this policy, the staff member should provide a written copy of this policy at the time of occurrence. The staff member will then immediately notify his or her supervisor and provide a written report of the incident.

*It is understood that school personnel are to abide by the same principals enunciated in this policy as provided in school board policies GBAA, GBE, GBEBB, and KEB.

**Students are expected to abide by the same principals enunciated in this policy as provided in the K-12 WRSD Student Discipline Procedures.

VOLUNTEERS – IJOC:

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, a District staff shall clearly explain the volunteer's responsibility.

The Superintendent is responsible for developing and implementing procedures for the utilization of volunteers. The selection of volunteers will be consistent with those policies and procedures under the direction of the Superintendent or his/her designee.

The voluntary help of citizens should be requested by staff through administrative channels to assist in conducting selected activities and/or to serve as resource persons. Staff members shall receive training in assignment of duties and supervision and evaluation of volunteers.

Designated Volunteers

At the beginning of each school year, building principals will identify a pool of people who will routinely volunteer as their designated volunteers.

Designated volunteers will be required to undergo a background investigation and a criminal records check. The District will reimburse the designated volunteer for the cost of the background check. "Designated volunteer" means any volunteer who:

1. comes in direct contact with pupils on a daily basis;
2. meets regularly with students;
3. meets with students on a one-on-one basis;
4. Any other volunteer so designated by the School Board or Superintendent.
5. Attends and chaperones field trips.

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check.

Volunteer Duties

- A. Complete an application form describing their skills, interests and availability.
- B. Observe in the capacity of assistants and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.
- C. Sign a confidentiality agreement, and refrain from discussing the performance or actions of a student except with the student's teacher, counselor or Principal.
- D. Deter any student problem that arises, whether of an instructional, medical or operational nature, to a regular staff member.
- E. Elective orientation, including (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; (3) work schedule and place of work; and (4) expected relationship to regular staff.
- F. Receive appropriate training at the building level, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the Principal in consultation with the volunteer coordinator.
- G. School district employee with whom the volunteer is working should have assignments and activities clearly defined and in writing.
- H. Receive evaluation and acknowledgment for their services.
- I. Volunteers may be terminated when:
 1. Program and/or duties are no longer needed;
 2. They are replaced by paid staff; or
 3. In the sole judgment of the administration, their conduct does not meet the standards of the District.

Coaches

Volunteer coaches of individual sports must be certified in that sport and be in compliance with the standards set by NHIAA.

Volunteers should only function under direct supervision of a school employee.

STUDENT FEES, FINES, AND CHARGES – JQ:

Students are responsible for all textbooks and school property entrusted to them and must ensure they receive proper care in accordance with the Student Handbook. Damage, destruction or disappearance of school property is the responsibility of the student, and reimbursement up to replacement cost may be required by the District.

ADMINISTERING MEDICATION TO STUDENTS – JLCD:

General Guidelines – Whenever a student has health needs which require taking medication during the school day, it will be considered as a program adjustment. Prescribed medication should not be taken during school hours if it is possible to achieve the medical regimen at home during other than school hours. On-prescribed medication will not be encouraged for use by students.

Specific Guidelines - Policies and regulations in the matter of medication in schools:

- For the purpose of clarification, the school nurse may administer medical prescriptions. In the absence of the school nurse, a designee of the building principal may assist* the student in taking medication.
- Physician's orders for medicinal preparation for use by the student shall specify in writing the duration of the order, name of the drug and the dosage. Physician's orders shall be renewed each school year if long term (or more often if a change in medication) dosage or time schedule is indicated.
- Upon receiving requests from the parent or physician relative to a particular student's need for medication during schools hours, the school nurse may contact the parent and family physician and give due consideration to whether the student should remain at home, or whether the medication can be taken at home before and after school is in session.
- In those instances when medication must be taken during the school day, arrangements will be developed to accomplish this.
- The prescribing physician will be responsible for the medical care of the student, but assistance in his assessment of the student's health/condition/program will be given upon request by the physician from the classroom teacher and/or school nurse on the appearance, behavior and classroom achievement of the student.
- The school nurse may obtain additional information regarding medication, such as side-effects of the drug, results of possible refusal by the child to take medication, etc.
- The medication should be delivered directly to the school nurse, principal or assistant principal by the parent or guardian.
- The medication should be delivered in a container properly labeled with the student's name, the physician's name, the date of original prescription, name and strength of medication and directions for taking by the student.
- All prescribed medication shall be stored in a designated and secure place. The principal or his/her designated representative shall be responsible for the key or combination of a locked cabinet.
- Unused medication shall be picked up by a parent or guardian within ten days, or disposal by the school nurse will be carried out and such recorded.

- **Clarification** – having the required medication available to the student as needed, and observing the student as he takes, or does not take his own medication. The nurse and school personnel give only emergency first aid. Serious injuries such as fractures and cuts requiring sutures are not treated except for emergency measures until parents can be notified. When it is not possible to locate the parent, the child will be referred to his family doctor. If there is no family doctor, the child will be referred to a doctor on call at the hospital. Students who are ill may be dismissed from school, and it shall be the responsibility of the parent to come and pick them up. Should it be necessary for an ill child to go home, he/she may not go home alone, but only in the company of a parent or an adult designated by the parent. Children who are in school are expected to attend physical education classes unless for medical reasons, not covered above, a doctor indicates that the child should refrain from such activity. In such cases, an alternate activity may be provided.

HANDICAP LEGISLATION -Public Law 94-142 :

The Education for All Handicapped Children Act of 1975 (public law 94-142) guarantees all children the right to an education. Its primary goal is to give every child the learning opportunities he/she needs to become as self-sufficient and productive as possible. This law goes further than any other legislation in our history in effecting the lives of handicapped children. Its aim is “to assure that all handicapped children have available to them a free and appropriate education which emphasizes special education and related services designed to meet their unique needs.” A parent or guardian who has a handicapped child or who feels that their child is handicapped can become informed about the rights and responsibilities concerning the education of his or her child by contacting the school principal, resource room teachers, or the Superintendent.

NON-DISCRIMINATORY POLICY UNDER TITLE VI AND TITLE IX:

It is the policy of SAU #59 – WRSD not to discriminate in their educational programs, activities or employment practices on the basis of race, color, national origin, religion, language, sex, age or handicap. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination.

Inquiries may be directed to:

Title IX Coordinator
433 West Main St.
Tilton, NH03276Tel: 603-286-4116

Or to:

U.S. Commissioner of Education
330 C Street
Washington, DC0200

Grievance procedures are available which provide for prompt and equitable resolution of complaints alleging violations of Title VI and Title IX. These may be obtained at the Office of the Superintendent of Schools 433 West Main St., Tilton, NH03276

NOTIFICATION OF DISCLOSURE DIRECTORY INFORMATION:

Parents, or students 18 years of age or older, have the right to inspect the student’s school records. Otherwise, information found in the school record is regarded as confidential except for the student’s name, address, telephone number, date of birth, school attendance, degrees and awards, major field of study and participation in sports and activities. This information will be released by the schools unless you, parent or student

(18+) refuse such release. This must be done in writing to the Superintendent of Schools, WRSD, 433 West main St., Tilton, and NH03276. Policy JRA

504 SERVICES:

It is the policy of the Winnisquam Regional School District, SAU #59, that no otherwise qualified person shall, solely by reason of his/her disability, be excluded from participation in or denied the benefits of, any program or activity sponsored by this district. The intent of the Winnisquam Regional School District is to meet the obligations of Section 504 of the Rehabilitation Act of 1973. As used in this policy and any implementing regulations, "handicapped persons" means a person who has, or had, or is regarded or was regarded, as having a physical or mental impairment that substantially limits one or more of person's major life activities. This term may include students identified as disabled and students found to be eligible for services under IDEA as educationally disabled.

Notice of the District's policy on non-discrimination shall be stated in the local School Board policy manual, posted throughout the district, and published in any district statement regarding the availability of education services. The educational program of the District shall be equally accessible to all students at each grade level. Barrier-free access to school facilities shall be provided to the extent that no handicapped person is denied the opportunity to participate in a District program available to non-handicapped persons. Information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons is available through the district 504 Coordinator and building principals.

A free and appropriate public education shall be provided for each child determined to be in need of services. Such services or programs shall be provided in the least restrictive environment in barrier-free facilities comparable to those provided to non-handicapped students. No otherwise qualified student with handicaps will be denied participation in co-curricular, intramural, or interscholastic activities or any of the services offered regularly to students in this District.

The Director of Pupil Personnel Services is designated as the Section 504 Coordinator. A complaint regarding violation of the law and this policy shall be subject to the District's adopted grievance procedure, which provides for prompt and equitable resolution of disputes.

Eligibility for services will be established by the provision of appropriate documentation by the concerned party, identification through the special education process, child find activities, or other reasonable alternatives. Once eligibility is established, the building principal will assign a case coordinator. A team is then established to develop a reasonable accommodation/modification plan. This plan will adhere to the district policy of non-discrimination, providing a free and appropriate public education for all students.

Inquiries regarding Section 504 may be directed to:
Superintendent of Schools
433 West Main St.
Tilton, NH03276
Tel. 603-286-4116

Or the director of the Regional Office of Civil Rights, Dept. of HEW, 140 Federal St., Boston, MA 02110.

Grievance procedures are available which provide for the prompt and equitable resolution of complaints alleging violations of Section 504. These may be obtained at the Office of Superintendent of Schools, 433 West Main St., Tilton, and NH03276.

PUBLIC INFORMATION NOTICE:

School Administrative Unit #59, in compliance with Public Law 105-17 and the NH Standards for the Education of Students with Disabilities, is required to locate and identify all school age children who may be educationally handicapped and provide those who meet eligibility requirements with a free, appropriate public education.

If you are a parent of, or know of a child age birth through 21, whom you feel may be educationally handicapped and who is not receiving an appropriate public education, please contact the Director of Pupil Personnel Services at 286-8680.

School Administrative Unit #59 annually makes application for federal funds for special education programs and services under Part B of the Education of the Handicapped Act. The application and all related documents are available for public review at any time and comment is invited during the annual grant proposal development period. School Administrative Unit 59's Local Special Education Plan and related documents are also available for public review and comment. Separate public notice is made regarding development and revision schedules for these documents and the specific periods during which public comment is solicited.

In School Administrative Unit #59, as in all New Hampshire school districts, parents have the right to review all educational records on their children, as guaranteed under Part 99 of the Family Educational Rights and Privacy Act.

Section 504: To protect the rights of individuals with disabilities in all programs and activities receiving federal financial assistance, all school age children who have a physical or mental impairment which substantially limits a major life activity, have a record of such an impairment, or are regarded as having such impairment have a right to a 504 Plan of accommodation. Major life activities include walking, seeing, hearing, breathing, learning, working, caring for one's self, and performing manual tasks.

For further information regarding any of these announcements, contact the Director of Pupil Personnel Services, SAU #59, 367 West Main Street, Tilton, NH 03276

NOTICE OF NON-DISCRIMINATION Policy under Section 504 of the Rehabilitation Act of 1973:

Federal law prohibits discrimination on the basis of handicaps in educational programs or activities receiving Federal financial assistance.

It is the policy of School Administrative Unit Fifty-Nine - Winnisquam Regional School District not to discriminate on the basis of handicap in its educational programs, activities or employment policies as required by Section 504 of the Rehabilitation Act of 1973. Inquiries regarding Section 504 may be directed to Superintendent of Schools, 367 West Main Street, P.O. Box 709, Tilton, New Hampshire 03276, telephone 286-4116, or the Director of the Regional Office of Civil Rights, Department of HEW, 140 Federal Street, Boston, Massachusetts 02110.

Grievance procedures are available which provide for the prompt and equitable resolution of complaints alleging violations of Section 504. These may be obtained at the Office of the Superintendent of Schools, 367 West Main Street, Tilton, New Hampshire 03276.

Notice of Non Discrimination Policy under Title IX Of the Education Amendments of 1972

It is the policy of School Administrative Unit Fifty-Nine - Winnisquam Regional School District not to discriminate on the basis of sexing person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination.

Inquiries may be directed to Superintendent of Schools, 367 West Main Street, P.O. Box 709, Tilton, New Hampshire 03276, telephone 286-4116; or to the U.S. Commissioner of Education, 330 C Street, S.W. Washington, D.C. 20201.

Grievance procedures are available which provide for prompt and equitable resolution of complaints alleging violations of Title IX. These may be obtained at the Office of the Superintendent of Schools, 367 West Main Street, Tilton, New Hampshire 03276.

DISCRIMINATION, HARASSMENT, BULLYING - JICK, JICD, JBAA, AC:

It is the position of the Winnisquam Regional School Board to maintain a school district in which students, staff, and faculty are free to exist in an environment void of discrimination and harassment, i.e. sexual, racial, religious, and/or personal. Offensive, intimidation and hostile behaviors, conscious or otherwise, will not be tolerated. All issues involving harassment should be reported to administration. Complaints will be handled in the following manner:

- *Informal* – seek help from the building principal, and, if it is possible for the student to do so, the following informal process should be followed:
 - Tell the harasser the behavior is unwanted
 - Keep a journal
 - Seek assistance through a third party (supervisor, principal, assistant principal, guidance counselor, teacher, nurse, etc.)
- *Formal* – file a complaint with the Title IX Coordinator (Larry Prince, HR, located in SAU Office). The complaint shall state a specified alleged situation. It should

also state forth the names, dates and other related facts, which provide a sound basis for the complete understanding of the situation.

Bullying is conduct which subjects a person to intentional and repeated negative actions, insults, taunts, or challenges, whether verbal, nonverbal, or physical in nature which is likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Any incident must be reported to the principal or assistant principal.

SEXUAL HARASSMENT AND OTHER ILLEGAL HARASSMENT, DISCRIMINATION AND SEXUAL VIOLENCE POLICY FOR STUDENTS – JBAA

I. GENERAL STATEMENT OF POLICY

Objective

The District will not discriminate against any student because of race, color, sex, marital status, sexual orientation, national origin, religion, age, physical or mental disability, or veteran status, or any other characteristic protected by law. Such discrimination constitutes illegal discrimination in the District.

Details

The District has established the following Complaint Procedures to address all types of discrimination complaints. Students and/or legal guardians have the right to use these procedures without jeopardizing their current or prospective student status.

The District believes that each student in the District has the right to be free from illegal discrimination or harassment because of race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, physical or mental disability or veteran status. All students should be able to learn in an environment free from all forms of discrimination, intimidation and harassment, including sexual harassment. All members of the School community must treat each other with courtesy, consideration and professionalism.

To achieve our goal of providing a school environment free from sexual and other illegal harassment and discrimination and sexual violence, the conduct that is described in this policy will not be tolerated and the District has provided a procedure by which inappropriate conduct will be dealt with. Where inappropriate conduct is found, the District will act promptly to eliminate the conduct and impose such corrective actions as are necessary including but not limited to counseling, training, warning, suspension, disciplinary action and/or termination of employment where appropriate.

Please note that while this policy sets forth the District's goals of promoting a school environment that is free of sexual or other illegal harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of illegal or sexual harassment or illegal discrimination or sexual violence.

II. ILLEGAL HARASSMENT/SEXUAL VIOLENCE DEFINED

A. Illegal harassment refers to unreasonable conduct or behavior, which is personally offensive or threatening, impairs morale, and/or interferes with the education of students or work effectiveness of employees. Examples of illegal harassment include conduct or comments that threaten physical violence; offensive, unsolicited remarks; unwelcome gestures or physical contact, display or circulation of written materials, items or pictures degrading to any gender, racial, ethnic, religious, age, disability or other group listed above; and verbal abuse or insults about or directed at any student, or group of students because of their relationship in any of the groups listed above.

B. 20 USCA §1681 (“Title IX”) provides that, “[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Sexual harassment is a form of sex discrimination which violates Title IX. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- I. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of education or as a basis for educational decisions; or,
- II. such advances, requests or conduct have the purpose or effect of undermining and detracting from the student’s educational experience by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

The legal definition of sexual harassment is broad and in addition to the above examples, includes other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an educational environment that is hostile, offensive, intimidating, or humiliating to male or female students.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

1. Verbal: offensive sexual and/or gender-based statements, jokes, slurs, propositions, comments about private parts of the body, threats or suggestive or insulting sounds;
2. Visual/Non-verbal: derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; sexual or gender-based emails, staring or leering; or obscene gestures;
3. Physical: unwanted physical contact including touching, interference with an individual’s personal space and/or normal movement, or assault;

4. Sexual violence, which is a physical act of aggression that includes a sexual act or sexual purpose.

Each student must exercise his or her good judgment to avoid engaging in conduct that may be perceived by others as harassment.

Harassment can come from fellow students, teachers, administrators, staff, independent contractors, visitors or vendors. Boys as well as girls can be victims of sexual or other harassment. **It cannot be stressed enough that the District will not tolerate any form of illegal discrimination or harassment. Violations of this policy, whether intended or not, will not be permitted.**

All students should take special note that retaliation (attempts to punish or get back at someone) against an individual who has complained about sexual or other harassment or discrimination, and retaliation against individuals for cooperating with an investigation of a sexual or other harassment or discrimination complaint is illegal and will not be tolerated by the District.

III. REPORTING PROCEDURES

Any student who believes he or she has been the victim of illegal discrimination, illegal harassment or sexual violence, or any third person with knowledge or belief of conduct which may constitute illegal harassment or sexual violence should report the alleged acts immediately to an appropriate District official as designated by this policy. All District employees and independent contractors are required to report any possible violations of this policy of which they are aware. The District encourages the reporting party or complainant to make a written complaint. However, a written complaint is not mandatory.

Reports should be made to your School Principal or to the Superintendent. If the complaint involves the Superintendent, the complaint may be filed directly with the Chairperson of the Winnisquam Regional School Board.

The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of illegal harassment and sexual violence and take disciplinary action when the misconduct has occurred.

IV. INVESTIGATION AND RECOMMENDATION

By Authority of the District, the School Principal or the Superintendent, upon receipt of a report or complaint (verbal or written) alleging illegal discrimination, harassment or sexual violence, shall promptly authorize an investigation. This investigation may be conducted by District officials or by a third party designated by the District. The investigating party shall provide a written report of the status of the investigation within ten working days to the Superintendent. A final written report with recommendations for action by the Superintendent shall be submitted at the conclusion of the investigation. If the Superintendent is the subject of the complaint, the report shall be submitted to the Chairperson of the School Board.

In determining whether alleged conduct constitutes illegal harassment or sexual violence, the District will consider the surrounding circumstances, the nature of the conduct, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes illegal harassment or sexual violence requires a determination based on all of the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, pending completion of an investigation.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation.
- B. The School District may take such remedial action it deems necessary and appropriate, including but not limited to training, counseling, warning, suspension or immediate discharge to end illegal discrimination, harassment and/or sexual violence and to prevent its recurrence. If the person engaged in the inappropriate conduct is not a District student or employee, the District will take whatever corrective action is reasonable and appropriate under the circumstances.
- C. The District shall provide the complainant with a summary of the result of the investigation (subject to FERPA and privacy obligations).
- D. As stated previously, this sexual and anti-harassment and discrimination policy is not designed or intended to limit the District's authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of illegal harassment or discrimination.

VI. RETALIATION

Retaliation (attempts to intimidate, punish or get back at someone) against any person who in good faith opposes illegal discrimination or harassment, initiates a complaint, or cooperates in any investigation violates state and federal law and is a violation of this policy. The School District will take prompt remedial action against any individual who retaliates. Disciplinary action may include, but is not limited to, suspension or termination.

VII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with said law.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

VIII. RESOURCES/BY-PASS

Questions regarding this policy and/or issues of illegal harassment or sexual violence may be directed to the Superintendent.

While the District encourages the use of this policy, employees are entitled to by-pass this policy and proceed directly to the New Hampshire Commission for Human Rights, 2 Chanel Drive, Concord, NH (603) 271-2767, or the Office of Civil Rights, Region I, John W. McCormack PO and Courthouse, Room 222, Post Office Square, Boston MA02109-4557, (617) 565-1340.

IX. NOTICE AND PUBLICATION

The District shall provide notice of this policy to students and school employees by including it in the student handbook and by posting it in each school. The District shall also use its discretion in developing programs and/or procedures to further inform students and employees about the substance of this policy and procedures.

ANTI-HARASSMENT POLICY FOR YOUNG STUDENTS

Your Rights and Responsibilities

All children have a right to learn and play in a school that is free from harassment

At Winnisquam Regional School District, we believe that:

We should respect ourselves and the rights of others.

We all have a right to feel safe and to be treated with respect.

We must learn, practice and understand the procedures for reporting harassment.

All children have a right to learn and play in a school that is free from harassment.

HARASSMENT IS WRONG

Harassment is when someone such as a student, Adult, or a group of people, repeatedly do things or say things that make you feel:

Afraid	upset
Angry	unsafe
Embarrassed	uncomfortable

Harassment is:

Not wanted
Not asked for
Not welcome

Harassment includes words or conduct involving:

Gender (boy or girl)
Race (White-American, Asian, and African-American, for example)
Religion (such as Protestant, Catholic, Jewish, for example)
The **color** of your skin (black, for example)
Whether someone is **married** or not
What **country** you or your family comes from (Ireland, France, or Nigeria, for example)
and whether you speak English at home
A **disability** or handicap (if you have an illness or condition that makes it hard to walk or participate in certain activities or if it is hard to think and talk like other students)

Some kinds of harassment are:
Teasing and name calling
Dirty jokes or talk
Bullying
Rude signs
Offensive pictures, drawings or language
Offensive writing, notes or messages
Inappropriate touching, particularly of private body parts
Putting people down because of their gender, family background, religion, or disability.

A HAPPY SCHOOL IS HARASSMENT FREE

You can be kind and thoughtful and respect others by:
Greeting people with a smile
Saying nice things to others
Including people in games and activities
Being aware of how your behavior affects others
Changing your behavior when it is upsetting someone
Getting to know new people and making them feel welcome

If you are being harassed:

1. **TALK TO THE PERSON WHO IS HARASSING YOU:**
Stand up for yourself.
Take a friend with you if that makes you feel more comfortable.
Tell the person you don't like whatever it is he/she is doing and that you want it to stop.
Tell the person he/she is breaking the school rules.
2. **TALK TO ADULTS:**
Go to any teacher and tell him/her what is happening.
Go to the Principal or Guidance Director.
Go to the Superintendent of the School District
Go to a parent or other adult for help in talking to the school.
Tell everything about what happened.
Remember that a school rule is being broken.
The Principal or Guidance Director **OR WHOEVER ELSE** will decide what action to take.
Know that there are people outside of the school that can help you.

HARASSMENT IS SERIOUS

At this school the staff will:
Listen when you tell.
Let you know that telling is a sensible thing to do.
Work out the best way to handle the situation.
Keep the matter as quiet as possible.
Protect you from anyone that bothers or threatens you for talking about it.
Punish people who do or say things that are wrong.
Punish people who try to get back at you for telling the School about it.

THEN WHAT HAPPENS?

The Principal or another adult in charge of handling your problem will talk or meet with you to find out what happened.

He or she may talk to whoever else are involved and/or other people who saw the behavior.

He or she will write a report.

After that, the person who broke school rules may be punished or the school will do something else to make you feel more comfortable at school.

They will try to do this within 10 days, but it may take longer.

The Superintendent is someone you or your parents or guardian can talk to if you are not satisfied with the outcome. Also, you, your parents or guardian can contact:

Office of Civil Rights, Region I, John W. McCormack PO and Courthouse, Room 222,
Post Office Square, Boston MA02109-4557, (617) 565-1340.

DISCRIMINATION AND HARASSMENT – GBAA, JBAA, AC:

The Winnisquam Regional School Board maintains a school district in which students, staff and faculty are free to exist in an environment free of discrimination and harassment, i.e. of sexual, racial, religious and/or personal. *

Offensive, intimidating and hostile behaviors will not be tolerated whether conscious or otherwise. Complaints will be handled this way:

Informal

1. Tell the harasser to stop.
2. Keep a journal.
3. Seek assistance through a third party (supervisor, assistant principal, principal, counselor, teacher, nurse, etc.)
4. Write a letter to the harasser.

Formal Complaints

File a complaint with the Title IX Coordinator. The complaint shall state a specific alleged situation. It should state names, dates and other related facts that will provide a sound basis for the complete understanding of the situation.

* This complete policy is available in our office upon request.

SEXUAL HARASSMENT AND VIOLENCE – STUDENTS – JBAA

I. GENERAL STATEMENT OF POLICY :

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e, et seq., and Title IX.

Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of the District to maintain a learning and working environment that is free from sexual harassment and sexual violence. The District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee.

The District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the District.

II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

A. Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include, but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Inappropriate patting or pinching;
4. Intentional brushing against a student's or an employee's body;
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;

6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate District official as designated by this policy. The District encourages the reporting party or complainant to use the report form available from the Principal of each building or available from the Superintendent's office.

Akin each building. The building Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the Principal must notify the Superintendent immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Superintendent. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and forward it to the Superintendent. Failure to forward any sexual harassment or sexual violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.

B. District-Wide. The Board hereby designates the Superintendent as the District Human Rights Officer to receive reports or complaints of sexual harassment and sexual violence from any individual, employee or victim of sexual harassment or sexual violence and also from the building Principals as outlined above. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board.

The District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

C. Submission of a complaint or report of sexual harassment or sexual violence will not
Use of formal reporting forms is not mandatory.

The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and sexual violence and take disciplinary action when the conduct has occurred.

IV. INVESTIGATION AND RECOMMENDATION

By authority of the District, the Human Rights Officer, upon receipt of a report or complaint alleging sexual harassment or sexual violence shall immediately authorize an investigation. This investigation may be conducted by District officials or by a third party

designated by the District. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Superintendent. If the Superintendent is the subject of the complaint, the report shall be submitted to the Board. In determining whether alleged conduct constitutes sexual harassment or sexual violence, the District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment or sexual violence requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

V.SCHOOL DISTRICT ACTION:

- A. Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation.
- B. The complainant may appeal the investigators recommendations to the Superintendent (presuming the Superintendent is not the investigator), or to the Board.
- C. As a result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District. The report will document any disciplinary action taken as a result of the complaint.

VI.REPRISAL:

The School District will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment or sexual violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES:

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VIII. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE:

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with said law.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

IX. DISCIPLINE:

The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and sexual violence and prevent its recurrence.

X. BY-PASS OF POLICY

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights, at 2 Chenille Dr., Concord, NH, phone 603-271-2767 or US Department of Health and Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

WINNISQUAM REGIONAL SCHOOL DISTRICT BUS RULES AND REGULATIONS

Pupils transported in a school bus shall be under the authority of the School District and under control of the bus driver, a legal representative of the School Board. The safety of pupils riding school buses cannot be left to chance, and it is imperative that good order and discipline be maintained on each bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied the privilege of transportation in accordance with the regulations of the School Board and RSA 189:9a. The driver of the bus shall be held responsible for the orderly conduct of the pupils transported. Each driver has the support of the School Board in maintaining good conduct on the bus. The rules adopted by the School Board are as follows:

1. All pupils will be picked up and/or dropped off only at predetermined stops approved by the School Board. Pupils must be ready to board the bus when it arrives. Drivers are not to wait for pupils who are not ready. Do not crowd onto the street or road when waiting for the bus. Line up and enter the bus in an orderly fashion when it arrives.
2. Pupils must board the bus in an orderly and courteous manner, go immediately to a seat, and sit down. The driver may assign definite seats to pupils.
3. Pupils will be expected to ride only on the school bus assigned to them. Emergency situations will be handled at the discretion of the building principal.
4. Pupils wishing to use a different bus or get off at a different location must have a note from the parent/guardian to the bus driver, pre-approved by the school office. Approval will be given only if space is available.
5. Pupils must remain seated at all times when the bus is moving; arms and heads must be inside the bus at all times.
6. Pupils must not throw anything within the bus or out of the windows of the bus.
7. Aisles are to be left free of books, lunch boxes, coats and other objects at all times. Musical instruments and backpacks should be placed under the seat.
8. Talking should be carried on in conversational tones - never shouting or making loud noises that may distract the driver.

9. Eating or drinking is prohibited on school buses during regular bus routes to and from school.
10. Pupils loading and departing from the bus will do so from the front of the bus. Emergency doors are for emergencies only.
11. Pupils will always cross the street in front of the bus, under the driver's direction, when loading or departing the bus.
- *12. Pupils must obey instantly any request or suggestion from the bus driver pertaining to safe pupil transportation.
- *13. Animals of any kind are not allowed on the bus.
- *14. Pupils must not fight, shove or molest others on the bus or while waiting for bus.
- *15. Defacement of or destruction to the bus will not be tolerated.
- *16. Profane, obscene or vulgar language or gestures will not be tolerated at any time.
- *17. Smoking is prohibited on school buses at all times.
- *18. Ignition of any combustible material is prohibited.
- *19. Anything that would create a safety hazard, e.g., guns, knives, razorblades, any sharp instruments, is not allowed on the bus.
- *20. Appropriate use of technology and cell phone is permitted in accordance to school board policy.

WHERE APPLICABLE, THE ABOVE RULES APPLY TO BOTH BUS AND BUS STOP.

Discipline

First time violations of these rules will result in the parents being notified of the violation by the principal and that if a suspension results, the parents are responsible for transportation of pupils to school.

Second violations may result in a suspension of up to five days from the privilege of riding the bus.

Third violations may result in a suspension of up to 10 days.

Fourth violations may result in a suspension of up to 20 days.

Repeated violations may result in suspension of the bus riding privileges for the remainder of the school year, at the discretion of the School Board and in compliance with RSA 189:9a.

**BUS VIOLATIONS ARE SUBJECT TO THE SAME DISCIPLINARY ACTION AS SCHOOL OFFENSES AND CONSEQUENCES WILL BE LEFT TO THE DISCRETION OF THE BUILDING ADMINISTRATOR. (Refer to Winnisquam Regional School District Student Behavior Standards.)*

Normal procedure for violations will be:

1. Drivers are to report violators immediately (in writing) to the building principal involved, including the date, the trip (morning or afternoon), and the specific violation.

2.The principal is to notify parents of first offenders* by a warning letter stating that further violations may result in suspension of bus riding privileges.

3.The principal must notify the parents immediately if the student is to lose his/her bus privileges. Copies of this notification will be forwarded to the Superintendent of Schools and others concerned.

*Severe cases may result in immediate bus/school suspension.

SKATEBOARDS AND RECREATIONAL VEHICLES

In accordance with school board policy JICBA, SKATEBOARDING IS NOT ALLOWED ON SCHOOL PROPERTY AT ANY TIME.

Skateboards may be brought to school only on days when the skateboard club has an after school activity planned. Students must carry their boards directly to the main office for safekeeping on days when after school activities are planned.

1. Students who travel to school by scooter or bicycle must be aware of the following:
2. All vehicles **MUST** be walked or carried while on school property.
3. Bicycles must be stored in the bike racks behind the gym.
4. It is the responsibility of the student that his/her bicycle is locked at all times.
5. Scooters must be left at the main office. They may not be taken into the hallways, classrooms, or bathrooms.
6. Scooters may not be stored in student lockers.
7. Roller blades and ‘helices’ may not be used in school.
8. Students who do not comply with these rules will lose the privilege of bringing their bike or scooter to school for a minimum of one week for the first offense, and longer periods of time for subsequent violations.

BICYCLES, SKATEBOARDS AND ROLLERBLADES- JICBA

Bicycles may be ridden to and from school where permitted. Bicycle riding students must walk their bicycles to the bike racks located at each school. For their protection, students are encouraged to lock their bikes securely. The school district is not responsible for bikes stolen from the racks.

Skateboards and rollerblades are not allowed on school grounds at any time. Violators will be disciplined and/or the local police will be called.

The only exception for skateboards to be on school property is if there is an approved after school extra-curricular activity that will be held off school grounds. Skateboarders, then, will be able to bring the skateboards to school and they will be placed in a secure spot as determined by the principal. On such days where there will be skateboarding, extra-curricular activities there will be no skateboarding on school property. Students are to bring their skateboards into the school upon arrival on school grounds.

STUDENT ACTIVITIES AND ORGANIZATIONS – JJA

It is the policy of the Board to allow opportunities for all students to participate in co-curricular activities designed to meet their needs and interests.

Such activities must supplement and enrich regular academic instruction, provide opportunities for social development, encourage participation in clubs, athletics, performing groups, or encourage service to the school and community. Any student organization must be recommended by the Principal and approved by the Board.

Eligibility

To participate in co-curricular and extra-curricular activities, all students must meet eligibility requirements, and understand that such participation is a privilege, not a right. The superintendent is directed to establish eligibility standards and procedures for acceptable academic performance, good citizenship/sportsmanship, parental permission, fees, and physical exams/health requirements. The eligibility standards and procedures will be published in the student/parent handbooks.

In addition, students who choose to participate in interscholastic sports will be governed by Policy JJIB, Interscholastic Athletics, and by the eligibility standards of the New Hampshire Interscholastic Athletic Association (NHIAA).

Participation

The district allows students enrolled in other schools – including charter schools, non-public schools, and home schools – to participate on an equal basis in any activity offered by the district that is not offered at a student’s school of attendance, provided they meet the eligibility requirements for participation. This applies to:

1. Students who are residents of this school district but who are being educated in a home school may participate provided they comply with all laws governing non-public home-based education.
2. Students who are residents of the district by who are being educated in an independent or parochial school if the school in which the student is enrolled does not sponsor the activity.

The superintendent is directed to establish procedures for application and appeal to implement this participation allowance.

Participation Fees

Non-enrolled students participating in district co-curricular and extra-curricular activities are subject to the same fees charged enrolled students for the activity.

SAFE SCHOOL ZONE - JICD

It is the policy of the Winnisquam Regional School District that all buildings, grounds, bus stops and routes will be safe environments for students; free of danger posed by weapons or threat of weapons. It is the policy of the Winnisquam Regional School District that the provisions of the Safe School Act, RSA 193-D:2 be carried out in all respects.

The policy* defines and details violent acts and weapons violations and replaces the "Weapons Policy".

*This complete policy is available in our office upon request.

DRUG-FREE SCHOOL ZONES - JICHA

It is the policy of the Winnisquam Regional School District that it shall be unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, dispense or distribute any controlled drug or an identical item, within a drug-free school zone at any time of the school year.

In consultation with the local police authority having the jurisdiction over drug enforcement where each drug-free zone is located, a map will be published by each school clearly indicating the boundaries of each permanent drug-free school zone in accordance with RSA 193-B:1,I. Such map shall be posted in a prominent place in the district or municipal court of jurisdiction, the local police department, and in all schools existing in a drug-free school zone.

The procedure to mark drug-free zones with signs or other markings shall:

- a) Be posted in a prominent place:
 - 1) On or near each school;
 - 2) In each school bus;
 - 3) On or near non-school-owned property serving as a temporary drug-free zone by virtue of its use for the school's instructional program, for the duration of such use.
- b) Indicate that the posted area is a drug-free zone which extends to 1,000 feet surrounding such property; and
- c) Warn that any violation of this chapter shall subject the offender to severe penalties under the law.

DRUG AND ALCOHOL USE BY STUDENTS - JICH

The School Board is concerned with the health, welfare and safety of its students. Therefore, the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, and illegal drugs is prohibited on any school district property, in any district-owned vehicle, or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. § 812©, or RSA 318-B, Controlled Drug Act.

Students may only be in possession of medication as detailed in Board Policy JLCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy JIH.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension,

expulsion or other discipline in accordance with the district's disciplinary policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement

Students with disabilities who violate this policy will be disciplined in accordance with the student's Individual Education Program (IEP.)

***Under the influence drugs/alcohol:** 5 days out of school, student must be picked up by a parent, reported to police for appropriate actions.*

***Possession of drugs/alcohol:** 10 days out of school suspension, reported to police, students fewer than 16 are taken into custody, students 17 or older may be taken into custody or the police may issue a warrant.*

ALCOHOLIC BEVERAGES, DRUGS AND NARCOTICS:

“No person shall drink or have in his possession, any intoxicating beverage while in attendance as a spectator or otherwise, at any place where a school interscholastic contest is being conducted. Whoever violates the provisions of this section shall be fined not more than fifty dollars or imprisoned for not more than thirty days or bothers 570:24

A. A student, during school hours or on school property (or in the approximate vicinity), shall not buy, sell, possess on his/her person or in his/her desk, locker, or any other place, use, transmit, give, or be under the influence, or knowingly in the presence of, any narcotic drug, controlled drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, counterfeit drug purported to be controlled, alcoholic beverage, or intoxicant of any kind.

B. A student shall not possess on his/her person or in his/her desk or locker or any other place any drug or any kind of drug paraphernalia (including, but not limited to, roach clips, rolling papers, bongs).

Cause of drugs authorized by a medical prescription from a registered physician should be registered with the school nurse and once so registered should not be considered in violation of this rule.

All factual information pertaining to any alleged offense will be presented to the student's parents and the local police authorities and the student will be suspended from school for 10 days.

A first time offender may be offered a "waiver of suspension" for five of the suspension days IF he/she is accepted into the Youth Assistance Program's Challenge Program and successfully completes the program.

Serious cases will be referred to the Superintendent for further action. Some cases may be referred to the School Board for additional action, *including expulsion from school.*

USE OF TOBACCO

Under New Hampshire state law, no person shall use any tobacco product in or on the grounds of any public educational facility. Any person caught smoking in or on the grounds of any public educational facility shall be fined a maximum of \$100 for each offense. No person under 18 years of age shall purchase, use, or possess tobacco products. The use or possession of tobacco or tobacco products by students in any form is prohibited on the school grounds RSA 78:12-b. *Students will receive a suspension of ten days, with five days waived upon successful completion of the Youth Assistance Challenge Program for a first time offense. Subsequent offenses will not be eligible to have days waived.* RSA 78:12-b "No person under 18 years of age shall purchase, use or possess tobacco products". (Policy JICG)*

*Complete policies are available in the office upon request.

Possession of lighters or other incendiaries devices are prohibited on school grounds.

The school administration shall consider the use of tobacco to be:

- Holding a lighted cigarette
- Disposing of a lighted cigarette
- Inhaling or exhaling smoke
- Holding a cigarette in the process of being lit
- Chewing tobacco
- Other judgment situations considered to be smoking, i.e. one or more people in a bathroom stall with smoke rising above

PERSONAL AND PROPERTY SEARCH USE OF POLICE SEARCH DOGS – (see policy JIH)

It is the policy of the district to protect the constitutional rights of its students regarding search and seizure activities as interpreted by appropriate courts and governmental agencies.

All students are entitled to a safe and healthy educational environment. Therefore, the school has the responsibility to protect students from illegal activity on the part of irresponsible classmates on school grounds. Furthermore, school administrators must take preventive and disciplinary measures that are both swift and informal in order to be effective in maintaining safe and drug free schools.

While students have a legitimate expectation of privacy under the Fourth Amendment, a search by school authorities will be considered legal if there is reasonable suspicion at its inception that the search will discover evidence of a violation of a school rule or the law. School administrators have the authority under reasonable suspicion to search student backpacks and handbags. In situations where a danger exists, a search may be conducted based solely upon an anonymous tip and/or rumor that contraband is present. The extent or scope of the search shall be reasonable related to the objectives of the search.

The school district retains ownership and possessor control over school property that includes student lockers, storage bins, disks, and, therefore, reserves the right to inspect these at all times. Given the fact that lockers are school property provided for the convenience of students, students shall not have any expectation of privacy in such use. The

school district retains the right to inspect lockers in the interest of maintaining school safety. The use of backpacks in any school is considered a privilege. Any abuse in the use of backpacks, such as, concealing contraband, can result in the revocation of this privilege.

The use of "sniffer" dogs trained for the search of drugs is permissible for the general facility inclusive of backpacks in public spaces, lockers, and school grounds. This search will be conducted by qualified law enforcement officers upon request of the superintendent of schools. These random inspections are necessitated by the compelling need of the school district to prevent illegal drugs on school property.

STUDENT SEARCHES AND THEIR PROPERTY - JIH

The superintendent, principal, teacher, or school security personnel may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol, dangerous weapons, electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive to school operations or in violation of school rules and regulations.
2. School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage area, or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any thing that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal. A shared locker or storage area implies shared responsibility.
3. Students are not required to consent before a search of their property. However, if a student does consent to a search, such consent will not be obtained through threats or coercion.
4. Authorized personnel conducting a search have authority to detain the student or students and to preserve any contraband seized.
5. Student searches will be documented by an authorized person who is the same sex as the person being searched.
6. 'Strip searches are forbidden. No clothing except outer garments will be removed before or during a search.
7. Authorized personnel are permitted to arrange for the use of trained canines to aid in the search process.
8. Items that may be seized during a lawful search, in addition to those listed in Paragraph #1, include but are not limited to any item, object, instrument, or

material commonly recognized as unlawful or prohibited. For example: prescription or non-prescription medicines which have not been authorized; switchblades, knives, brass knuckles, Billy clubs, or other weapons; pornographic material; unlawful or prohibited items; items which may pose a threat of injury or harm to students. Such items shall be seized, identified as to ownership if possible, and held for release to proper authority.

HAZING - JICFA

It is the policy of the District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

WEAPONS - JICI

Weapons are not permitted on school property, in school vehicles or at school-sponsored activities. This policy applies to students and members of the public alike. Student violations of this policy will result in both school disciplinary action and notification of local law enforcement authorities. Members of the public who violate this policy will be reported to local law enforcement authorities.

The term “weapons” includes, but is not limited to, firearms (rifles, pistols, revolvers, pellet guns, BB guns, etc.) knives, slingshots, metallic knuckles, firecrackers, Billy-clubs, stilettos, switchblade knives, swords, canes, pistol canes, black jacks, daggers, dirk knives, explosives, incendiaries, martial arts weapons or self-defense weapons (as defined by RSA 159:24 and RSA 159:20 respectively), or any other object or substance which, in the manner it is used or threatened to be used, is known to be capable of producing death or bodily injury.

In addition, any student who is determined to have brought a firearm (as defined by 18 U.S.C. 921) to school will be expelled for not less than one year (365 days). This expulsion may be modified by the Superintendent upon review of the specific case in accordance with other applicable law.

Weapons under control of law enforcement personnel are permitted.
All students will receive written notice of this policy at least once each year.

Pupil Safety and Violence Prevention

I. General Statement of Policy (RSA 193-F:4, II(a))

The Winnisquam School District is committed to providing all pupils with a safe environment in which all members of the school community are treated with respect. All forms of bullying will be prohibited in order to reach this goal. The District believes that protecting against and addressing bullying is critical for: creating and maintaining a safe, secure and positive school climate and culture; supporting academic achievement increasing school engagement; respecting the rights of all individuals and groups; and building community.

This policy is intended to comply with RSA 193-F:4, II, which specifically identifies all types of “bullying” as a form of pupil harassment. This policy is designed to protect all students and school-aged persons on Winnisquam School District grounds and participating in District functions, regardless of whether or not such student or school-aged person is a student within the District.

The Superintendent or designee is responsible for implementing this policy and designating specific roles to other administrators and staff as well if appropriate.

II. Definitions (RSA 193-F:3)

1. **Bullying** is hereby defined as a single significant incident or pattern of incidents involving written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- (1) Physically harms a pupil or damages the pupil’s property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil’s educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Bullying includes:

- (1) Actions motivated by an imbalance of power based on a student’s actual or perceived personal characteristics, behaviors, or beliefs, or
- (2) Actions motivated by the student’s association with another person and based on the other person’s characteristics, behaviors, or beliefs.

- 1. **Cyberbullying** is defined as any conduct defined as “bullying” in this policy that is undertaken through the use of electronic devices. For the purpose of this policy, any references to the term bullying shall include cyber bullying.
- 2. **Electronic devices** include, but are not limited to, telephones, cellular phones, pagers, electronic mail, instant messaging, text messaging, and websites.
- 3. **Perpetrator** means the pupil who engages in bullying or cyber bullying.
- 4. **Victim** means the pupil that is being bullied.
- 5. **School property** means all real property, all physical plants and equipment used for school purposes, including public or private school buses or vans.
- 6. **“Parent”** in this document shall include parents or legal guardians.
- 7. **Retaliation/Reprisal** is defined as any form of prohibited conduct by a student directed against another student for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under this policy, or for taking action consistent with this policy.

III. Statement of Prohibition

All forms of bullying, cyber bullying and retaliation as defined under this policy shall not be tolerated and are hereby prohibited.

The District reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that:

- (1) Occurs on, or is delivered to school property or a school-sponsored activity or event on or off school property; or
- (2) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct:
 - Interferes with a student’s educational opportunities; or
 - Substantially disrupts the orderly operations of the school or a school-sponsored activity or event.

III. Reporting Procedures (RSA 193-F:4, II(f))

At each school, the Principal or other designee shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting Procedures

1. Any pupil that believes he or she has been a victim of bullying should report the alleged act immediately to the principal. If the pupil is more comfortable reporting the alleged act to a person other than the principal, the pupil may tell any school district employee about the alleged bullying.
2. Any school employee or volunteer who receives a report of bullying from a pupil shall inform the Principal as soon as possible, but no later than the end of the school day.
3. Individuals taking down information of a bullying report should use the Student Report Form (see attached).

Staff Reporting Procedures

1. Any school employee or volunteer who witnesses or has knowledge or belief that bullying may have occurred shall immediately inform the Principal as soon as possible, but at least by the end of the day. The Adult Report Form (see attached) should be used.
2. All school employees or volunteers shall encourage students to tell them about acts that may constitute bullying.

Parent Reporting Process

1. Any school parent who witnesses or has knowledge or belief that bullying may have occurred shall immediately inform the Principal. The Principal or designee should use the Adult Report Form (see attached) to record the report.
2. Parents shall encourage students to tell them about acts that may constitute bullying.

False Reporting (RSA 193-F:4, II(b))

A student found to be wrongly and intentionally accused another of bullying may face discipline or other consequence, ranging from positive behavioral interventions up to and including suspension or expulsion.

Reprisal or Retaliation

The District will discipline and take appropriate action against any student who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing related to such bullying.

The Principal shall determine the consequences and appropriate remedial action for a student who engages in reprisal or retaliation after consideration of the nature, severity and circumstances of the act, in accordance with law and applicable Board policies.

Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including suspension and expulsion.

IV. Initial Response to Bullying Report (RSA 193-F:4, II(h))

Within 48 hours of the incident report, the Principal shall notify the parents of the alleged victim and the alleged perpetrator that a report has been received. These reports may be made via the phone or in person with a written letter to follow up confirming the

discussion. The report will include the date and time when notification was first made. All notifications will be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Waiver of Notification Requirement

The Superintendent or designee may, within a 48-hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and/or the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the

Superintendent or designee deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

V. Investigation Procedures (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying, the Principal, shall, within 5 school days, initiate an investigation of the alleged act.
2. The Superintendent or designee may grant in writing an extension of the time period for the investigation for up to an additional 7 school days, if necessary. The Superintendent or designee shall notify in writing all parties involved of the granting of an extension.
3. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews will be conducted privately, separately and shall be confidential. At no time will the alleged victim and the alleged perpetrator be interviewed together during the investigation.
4. If the alleged bullying was in whole or part cyber bullying, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages or other similar electronic communications.
5. A maximum of 12 school days shall be the limit for the initial filing of incidents and the completion of the investigative procedural steps.
6. Factors that the Principal or other investigator may consider during the course of the investigation, may include but are not limited to:
 - a. Description of the incident, including the nature of the behavior
 - b. How often the incident occurred.
 - c. Whether there were past incidents or past patterns of behavior;
 - d. The characteristics of the parties involved, (name, grade, age, etc.);
 - e. The identity and number of individuals who participated in bullying behavior;
 - f. Where the alleged incident(s) occurred;
 - g. Whether the conduct adversely affected the student's education opportunities or the school's educational environment;
 - h. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - i. The date, time and method in which parents of both the alleged perpetrator and the victim were contacted.

7. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension or expulsion. The student may be asked to make a plan that includes restitution.

VI. Communication With Parents Upon Completion of Investigation (RSA 193-F:4, II(m))

1. Within 10 school days of completion of the investigation, the Principal will notify the parents of the alleged victim and the alleged perpetrator via telephone or in person as well the parties involved of his/her findings and the results of the investigation.

2. The notification shall explain the actions taken by the District and shall be made in accordance with applicable state and federal law, such as the Family Educational Rights and Privacy Act of 1974 (FERPA). The notification should be documented in writing.

VII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, II(k))

Consequences for a student who commits an act of bullying or retaliation should be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance.

Remedial measures should be designed to correct the behavior problem, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include but are not limited to:

- . Admonishment
- . Temporary removal from the classroom
- . Deprivation of privileges
- . Classroom or administrative detention
- . Referral to a disciplinarian
- . In-school suspension
- . Long or short term out-of-school suspension
- . Expulsion

Examples of remedial measures may include but are not limited to:

- . Restitution
- . Peer Support Group
- . Corrective instruction or other relevant learning experience
- . Behavior assessment
- . Student Counseling
- . Parent Conferences

When acts of bullying are identified early and/or when such acts do not reasonably require a severe disciplinary response, students should be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

Peer mediation may not be considered as a remedial action as an imbalance of power may make the process intimidating for the victim and exacerbate the problem.

VIII. Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4, II(1))

The Principal shall forward all substantiated reports of bullying to the Superintendent or designee upon completion of the investigation.

IX. Training and Periodic Assessment

1. The District shall provide appropriate training on this policy for school employees, regular school volunteers and any employee of companies contracted to provide service directly to students. The District shall train staff annually on how to prevent bullying and how to properly identify, respond to, and report any conduct covered by this policy.
2. The School District will conduct periodic, District-wide assessment of this policy.

X. Annual Report to New Hampshire Department of Education

The Superintendent or designee shall prepare and submit an annual report of substantiated bullying incidents on the form provided by the New Hampshire Department of Education. Such reports shall not contain personally identifiable information regarding students.

XI. Immunity

Any employee, regular school volunteer, student or parent shall be immune from civil liability for good faith conduct arising out of or pertaining to reporting, investigation, findings and the development or implementation of any recommended response under RSA 193-F.

XIII. Distribution and Notice of Policy (RSA 193-F:4, II(e))

In addition to the distribution and notification policies below, all staff, volunteers, students, and parents are urged to follow these steps to prevent bullying at school:

1. Report bullying when it occurs;
2. Talk about bullying at home and in school;
3. Inform the school immediately if someone is being bullied or is bullying other students, and;
4. Cooperate fully with school personnel in identifying and resolving incidents.

This policy shall be posted on the District's website and included in student and employee handbooks. The Superintendent or designee shall also make all contractors contracting with the District aware of this policy. The policy may also be disseminated by other means as determined by the Superintendent or designee.

Students

Students shall participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of bullying, the District's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and shall lead to discipline.

Parents

The Superintendent or designee shall provide notice to parents of this policy through appropriate references in the student handbooks, or through other reasonable means. The Superintendent or designee shall inform parents and guardians of strategies to help prevent bullying at school.

XIV. Capture of Audio Recordings on School Buses

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

XV. Use of Video or Audio Recordings in Student Discipline Matters

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF.

In the event an audio or video recording is used as a part of a student discipline proceeding, such video may become part of a student's educational record, and the provisions of Policy JRA shall apply.

XVI. Other District Policies

While this policy is intended to protect students from actions of other students, the acts of other persons within the school system are regulated by a series of other District policies, including the following policies: GBAA: Sexual Harassment and Sexual Violence; GBEB: Staff Conduct; GBEBB: Employee-Student Relations.

Legal References:

RSA 193:13, Suspension and Expulsion

RSA 193-F:3, Pupil Safety and Violence Prevention Act

RSA 570-A2, Capture of Audio Recordings on School Buses Allowed

NH Code of Administrative Rules, Section Ed 306.04(a)(8) Student Harassment

NH Code of Administrative Rules, Section Ed. 317, Student Discipline

Revised and Approved by the WRSB: November 15, 2010

Revised and Approved by the WRSB: April 19, 2010

UNAUTHORIZED COMMUNICATION DEVICES - JICJ

Student use of cell phones, camera phones, pagers, beepers, and other similar electronic communication devices is strictly prohibited during the school day. Such devices are to be kept with the power turned off from bell to bell. The Board recommends that these devices not be brought to school. The school will not be responsible for loss, theft, or damage of these items. The Superintendent or designee may grant an exception to this

Approved by the WRSB: June 15, 2009 policy for medical/emergency reasons or at administrative direction only.

Students participating in extra-curricular activities or athletics must contact their sponsor or coach for his or her rules involving cell phone use after hours or on school bus trips. Sponsors and coaches will set their rules and establish their consequences for the use or misuse of these devices.

Consequences for violating this policy:

First offense: Warning and confiscation of the electronic communication device for the remainder of the school day.

Second offense: The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or the superintendent's office.

Third offense: The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or the superintendent's office. At the principal's direction, the student may receive detention or in-school suspension.

Any further violation of this policy will result in the student's loss of possession of the electronic communication device. The student's parent/guardian must pick up the cell phone from the principal or superintendent's office. At the principal's direction the student may receive detention, in-school suspension, or out-of-school suspension not to exceed five (5) days.

WRSD INFORMATION NETWORK ACCEPTABLE USE POLICY – EGA-R

High School / Middle School / District Staff

The intent of this document is to serve as a statement on the proper and acceptable use of computer technology and the WRSD Information Network (WRSD IN) for all students and staff users in the school district.

Definition:

The definition of "Information Network"(IN) is any configuration of hardware and software that connects users. The network includes all of the computer hardware, operating system software, application software, stored text and data files. This includes the Internet, electronic mail, web pages, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

Educational Purpose:

The purpose of the WRSD IN is educational. Users are responsible for ensuring that their activities adhere to generally accepted educational standards. Within reason, freedom of speech and access to information will be honored. We believe the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages.

It is the purpose of the WRSD IN to enhance established school curriculum. While there will be some need to instruct learners in the skills needed to make use of the network, its purpose will be to serve as a resource for improving, extending, and enriching teaching and learning in the Winnisquam Regional School

Internet:

One component of the Information Network is a connection to the Internet. The Internet is a vast, global information network, linking computers at universities, high schools, science labs and other sites. Through the Internet one can communicate with people all over the world and obtain files and programs of educational value. The WRSD does not provide or typically allow Email accounts for students. For educational purpose an exception may be made with an instructor's request, full monitoring and responsibility. Students should not access any other Email accounts through the use of the WRSD IN. Chat rooms, gaming sites and personal blogs/journal sites are not allowed. Educational classroom related blogs/journal sites may be allowed with instructor's request, full monitoring and responsibility.

Due to the Internet's limitless access to computer systems located all over the world, the potential for abuse exists. Users and parents/guardians of users who are minors must understand that neither the WRSD nor any district staff member controls the vast content of the information available on these other systems. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. **The Winnisquam Regional School District does not condone the use of such materials.** While our intent is to make Internet access available to further educational goals and objectives, students may find ways to or accidentally access other material. **For this purpose and in compliance with the CHILDREN'S INTERNET PROTECTION ACT, Pub. L. 106-554, we do maintain current filtering and logging technology that can and does reduce this occurrence.**

The filtering system is updated continually to block sites that are harmful or inappropriate for students. As with any filtering system websites emerge constantly that may not be immediately identified by the software. If a student comes across a site that is suspicious they should immediately report it to a teacher or supervisor. Students who attempt to circumvent the filter will be disciplined under the terms of this policy. Log files are maintained and monitored for a two (2) week period after which time they are purged from the system and no longer available.

Responsibilities:

All users shall assume full liability - legal, financial or otherwise - for their actions when using the WRSD IN. Users are expected to report policy violations that they observe to the appropriate authority, teacher/supervisor or administrator.

Unacceptable behaviors that can result in disciplinary action or limitation of access include, but are not limited to:

involvement in any activity prohibited by law

using profanity, vulgarity, obscenity or other language which tends to be offensive to or degrade others
using the network for financial and/or personal gain or for political lobbying except as expressly allowed during a school activity
Intentional use of invasive software such as "viruses", "worms", and/or other detrimental activities such as hacking, spamming, using proxies or any other attempts to override the systems in any manner.
attempts to capture other user's login information, log-on to the network as the system administrator or any user other than oneself
viewing, storing or transferring obscene, sexually explicit or pornographic materials.
"chain" type letters, hate mail, anonymous messages, threatening messages, harassment, racial, sexist, or discriminatory remarks or other antisocial behaviors
sharing passwords or using someone else's password
transferring, utilizing or storing material in violation of copyright laws or license agreements
intentionally infringing upon the intellectual property rights of others in computer programs or electronic information including plagiarism and/or unauthorized use or reproduction
trespassing in another's folder, work or files
using or attempting to use any of the systems when privileges have been revoked

Responsible use of the WRSD IN requires that users NOT:

interfere with the normal and proper operation of the network, computers, printers or the Internet, intentionally or unintentionally
change computer settings, displays, or any other configurations without appropriate authority
download files or programs without express permission from an instructor or supervisor
Load unauthorized programs or files onto the computers (e.g. games, video clips, wav files, unlicensed software, etc.)
adversely affect the ability of others to use equipment or services
conduct themselves in ways that are harmful or deliberately offensive to others
use the network for illegal purpose
change computer files that do not belong to the user
store / download or transfer unnecessarily large files
create, transfer or otherwise use any text, image, movie, or sound recording that contains pornography, profanity, obscenity, or language that offends or tends to degrade others

The WRSD reserves the right to change and/or include additional activities that can result in disciplinary actions or limit access privileges.

All users of the network will be held fully responsible for the use of their account to transfer or store materials. Any inappropriate activities carried out will be considered to be the actions of the account holder. Therefore, passwords must not be shared or transferred.

Students are not to reveal their name, personal home address, home phone number, or other personal information about themselves or any other individual on the Internet.

Students must notify a parent/guardian and teacher or the system administrator immediately if anyone is trying to contact them for illicit or suspicious activities.

Copyrighted and other proprietary materials:

All users shall respect copyright and ownership rights of any materials accessed through the WRSD IN. Users may not duplicate copyrighted software, including school owned software, without permission from the copyright holder, whether for personal use or the use of others. Duplicating copyrighted material or the use of such materials are offenses subject to criminal prosecution.

Disciplinary actions:

The use of the WRSD IN is a privilege and not a right. Inappropriate use will result in disciplinary actions. These actions will be determined by factors such as the actual incident of inappropriate use, the particular user (grade level / staff position). Violation of this Acceptable Use Policy may result in one or more of the following disciplinary actions:

Students:

- Suspension / revocation of use of any equipment to access the WRSD IN
- Suspension / revocation of access to the Internet
- Removal from a class activity
- Removal from a course
- Student detention, suspension or expulsion
- Financial retribution for damages
- Referral to the appropriate legal authorities for possible criminal prosecution

Staff:

- Incident(s) referred to appropriate district administrator(s) for further action which may lead up to and include dismissal
- Referral to the appropriate legal authorities for possible criminal prosecution

Privacy:

The WRSD IN is maintained and managed by the system administrator in such a way as

-74-

to insure its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored within the network. These total materials remain the property of the WRSD. The WRSD will cooperate fully with legal services that may require this information.

Liability:

The responsibility of the user is to familiarize himself/herself with, understand and abide by the rules of the Acceptable Use Policy and make appropriate use of the available resources. The school district shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use district networks and resources.

Internet Access and Parent/Guardian permission

This policy is in place to insure an understanding of the correct use of technology in the school district by all users and to assure its respected and educational purpose. It is standard that the WRSD allows all students full privilege of the WRSD IN including access to the Internet unless he/she is under a previous restriction or limitation. However, parents/guardians have the right to prohibit their student's access to the Internet. **If you want your student's Internet access denied, you must indicate this on the AUP permission form that must be completed at the start of each year.** Parents/guardians may revoke their student's access to the Internet anytime during the course of the year(s) by putting the request in writing and presenting it to the particular school attended.

Acceptable Use Policy (AUP) Approved 5/18/2009

TRAFFIC PATTERN

Bus Lane 7:00 - 8:00 and 2:00 - 3:00

